

Testing of proposed new p32

The below list details individuals that have been involved with testing the two different versions of the proposed new p32. The list contains people that have either been asked to test the p32 (T), live on audit or inputting previous audit figures via a paper exercise or have seen the document and have commented upon aspects of it (C).

FAA P32	Tier 2 p32
Lindsay Young (T)	Jan D Ferguson (T)
Keith Scott (T)	Janet Holding (T)
Gaynor D Davies (T)	John G Fraser (T)
Alex McKenzie (T)	Tim Gordon-Pounder (T)
Douglas Heed (T)	Alex McKenzie (T)
Jan D Ferguson (T)	Rob Lyon (T)
Janet Holding (T)	Douglas Heed (T)
Margaret Burke (T)	Lindsay Young (T)
Terry Smithson (T)	Margaret Burke (T)
Tim Gordon-Pounder (T)	Keith Scott (T)
Paul a jones (T)	Jane X Bailey (T)
Kath smith (T)	Tahira Akbar (T)
Chris senior (C)	Mark Sealey (T)
Paul humber (C)	Kevin Watkins (T)
Kev Watkins (C)	Paul Field (T)
	Sandra Lewis (C)

Dates of testing and feedback

The above Field Advisors were asked to test various versions of the p32 between 23 March and 21 April 2009. Feedback was encouraged and received on an ongoing regular basis. Feedback ranged from formula problems/locked cells to numerous likes/dislikes regarding the design of the form itself. Numerous updated versions were issued to correct formula problems, adding or changing design requests to pages along the way. A feedback form was designed and after a period of about 2 weeks, more 'official' feedback was requested to compliment the ad-hoc email feedback received. The p32 has evolved dramatically during the course of testing, reacting in the main to feedback provided by Field Advisors. A 'CONTROL' icon was added to make maintaining and updating the p32 easier. As a result of concerns raised, the size of the file was cut by more than half.

Comments

- I liked the audit report financial result section, saves working out what to count in or not.
- Liked the prep data and menu box a lot easier
- WHS/Crown could be incorporated into the FAA input sheet as is now - no need for additional tab – This was actioned
- No verification box for rems verification at audit – These were added

- Why do we still have to list cheques processed by day and amount? – Still an ongoing query?
- I much preferred the reconciliation sheet we had before that showed what should be on hand (BTS+REMS IN AND OUT- SALES) and what was is on hand and then the discrepancy. Saves jumping about looking at BTS entries, REMS, sales and then on hand figures if there is an input error when they are all together – New stock discrepancies page created to take into account this viewpoint.
- The new P32 is enjoyable to use and being able to copy and paste a lot of the material over is of great use.
- Found the layout easier than the current P32.
- Not experienced enough with audits to give more personal issues likes and dislikes with it.
- Can't read some figures due to spacing.- This was corrected.
- I found it much easier to see the columns (could even use it if I had forgotten my glasses) and I was even able to do the cut and paste at line 18
- stock be listed in the same order as on the snapshot, and you haven't called the SAS stock sheets the same on the two sections. – This was corrected as much as possible.
- TC's, confirmed on day of audit, that are due to be issued are not included, this can make a difference as to whether an FAA turns into a Tier 2 – This was actioned.
- Can responses be formulated relating to section 2 of the measures sheet so that messages reflect the result. – This was actioned.
- Like that the tabs are arranged in order that as a printout is entered, it can be put to one side with the knowledge that it is not needed again, with the exception of the office snapshot which will be needed again once the rems have been input to check that the receipts and payments balance.
- Liked - Branch details are a benefit to be included in the file.
- Didn't like that the Prep tab was locked - unable to move cursor or copy branch details.- This has been changed.
- BTS tab – stock items could be moved to reflect the BTS (POSS, Gift vouchers & Elec tokens). – Altered as much as possible.
- Sales input – stock items missing which are still available on horizon (2nd x 6 books, in the case of the audit I trialled). – This was corrected.
- Sales input – I found it difficult to move around the sheet using the direction arrow keys (this is only a personal view as navigation is easier using the mouse). – This was altered to make navigation easier.
- Rem out, cheques – date format is incorrect and the date shows wrong. – This was corrected
- Rems – personally prefer a vertical table to input. – This has been implemented.
- Cash input – only the first column total can be read as subsequent columns are too narrow. – Corrected.
- Financial result table – locked and can not delete rows or copy to report. - Resolved
- I do not find them any quicker to complete and do not see an advantage in separating them from the present P32. The present P32

works and we have gotten to know it I can not see the benefit in changing from the one we are using to these new ones.

- Prep sheet is easy and quick to use.
- Audit Report Financial Result sheet is really good.
 - Also good that bulk figures for rems in and out and cheques on hand can now be used.
 - Would be good if bulk figure for cheques remmed out could also be used but not sure if there is a reason for this still standing! – Ongoing query?
 - Also quicker to input bulk cash on hand figures for each stock unit or multi stock unit cash sheets rather than list a full break down.
 - Can we have the Financial Assurance Input sheet to read so that the discrepancies for cash, stock etc are included in the one page view. – Hopefully resolved.
 - If possible, would prefer to have a “click on” box for “print” or “preview” in the PAA sheet, saves time and easier. – This has been actioned.
- Prep sheet is easy and quick.
 - And reporting details info on Current Trading Position sheet is really good.
 - Also good that bulk figures for rems in and out and cheques on hand can now be used.
 - Like to new addition of the stock discrepancies sheet. Similar to the old reconciliation sheet where c/f from BTS, Rems in and out, sales, what should be on hand according to Horizon and what is actually on hand according to the audit count are all stated together. This is better than having to go into different sheets to find either an input error or give an explanation to a SPMR about the audit findings.
 - Not a lot has changed compared to the old version just the layout but with a few good improvements. Once you are familiar with the new layout it will be fine.
 - Input made easier from documentation as layout allows for this. Branch details included so no need to open and search the “all branch file” for the information if required later on.
 - Menu Page: Audit resource should be left aligned (cosmetic) – This has been changed.
 - REMS Tab: Entering figures for Cheque rems etc on the horizontal instead of vertical. Excessive boxes provided. – This has been changed.
 - Stock Page: Postage Stamps Misc. should be clearly marked where to enter.
Would prefer each SU to show cash value total, Should mirror exactly with BTS, Snapshot and Stock Discrepancy pages – This has been actioned.
- I think that current p32 should be changed. I have never liked the current version’s navigation process.
- I found it really good to use, liked the completed for you, audit report, though I realise this is only when no compliance done, liked the cut

and paste info from qry all branches. Good to use even more when I stopped being a smarty pants, and read your instructions!