

Additional End of Day Handout

Despatch – for Last Postman of day

Complete the following from the End of Day laminated handout 11/4:

- Personal Banking, Cheques and A&L Deposits and Withdrawals

In Addition to these, you may need to complete some or all of the following:

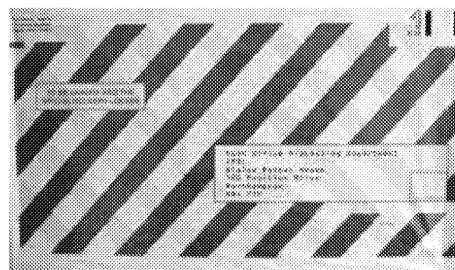
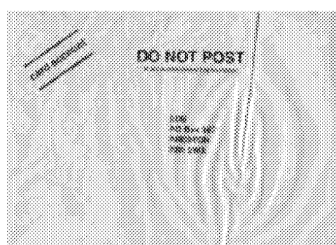
Card Account Applications

- Check relevant application forms have been completed correctly.
- Check the ID form (P6363) has been completed.

And despatch in the following order:

- Application form
- ID form ----- in that order for each application - no paper clips

These go in the white plastic EDS envelope, which goes in the orange and white striped EDS pouch ENV2062.



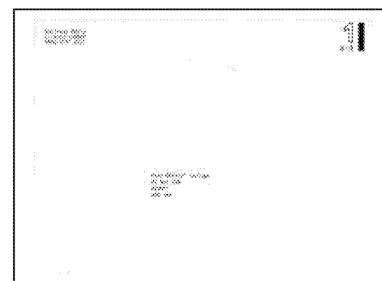
Post Office Savings Accounts

Place all ISA applications in envelope PL6799 and Instant Saver, Growth Bond and Reward Saver applications in envelope P6515 and despatch in normal mail.

PL6799



P6515



Additional End of Day Handout

Travellers Cheque Sales and Purchases

To obtain end of day reports:

- Back Office (F14)
- Reports (F1)
- Daily (21)

For Travellers' Cheque Sales

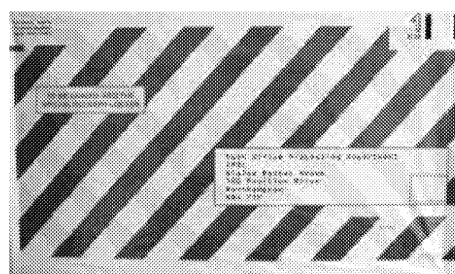
- TC Sales (34)
- Print (22)
- Check that the sales for each Travellers' Cheque currency agree with AP receipts.
- Attach the branch copies of the Horizon Online™ AP receipts to the Horizon Online™ Travellers' Cheques Sales report and keep them in your branch until the end of the Client Accounting week.

For Travellers' Cheque Purchases

- TC Purchases (32)
- Print (22)
- Two Horizon Online™ Travellers' Cheques Purchases report produced
- Check against all on hand encashed Travellers' Cheques
- Attach the encashed Travellers' Cheques to the first copy of the Horizon Online™ Travellers' Cheques Purchases report
- Keep the second copy of the Horizon Online™ Travellers' Cheques Purchases report in your branch until the end of the Client Accounting week

All Offices - Enter the figures for Sales and Purchases onto the reconciliation sheet TC30

Travellers' Cheque Purchases (with Daily Report attached) go in ENV2120 green striped envelope, which then goes in orange and white striped EDS pouch ENV2062.



Additional End of Day Handout

Passport Check & Send Service

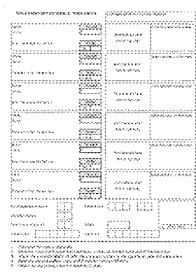
To obtain IPS report:

- Back Office (F14)
- Reports (F1)
- Other – ID & Passport Services (43)
- Preview (34) or Print (32)
- Check number of Passport Applications and checking fees paid
- Cut off if correct (36)
- Yes (ENTER) Continue (ENTER)

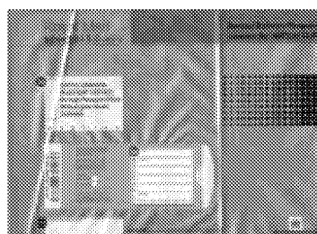
Complete passport schedule

Yellow copy wrapped round Passport applications

Put in silver IPS envelope



On Horizon



- Front Office
- Post Mail Item (26)
- Enter weight
- Select Franked Mail (58)
- From picklist select Special Delivery IPS
- Process as Special Delivery item
- Settle to finish

Keep top white copy of summary P5035 along with all undercopies of customer receipt P4921 and Horizon Online Daily IPS Report. Despatch IPS envelope with other special deliveries. Remember to print Postal Services report for despatch.

Additional End of Day Handout

Redirection

Collect Redirection forms from counter

Check office details have been completed and customer ID details entered

Place in Redirection envelope with information on back of envelope completed.



Post with last collection, or put in post box outside.

AFTER THE POSTMAN HAS COLLECTED

Check Currency and Travellers Cheques on hand against Foreign Currency report

- Back Office (F14)
- Reports (F1)
- Daily (21)
- Currency (52) (TC's on this print out as well)
- Print

Count bulk notes and coin, from mid afternoon onwards in preparation for your daily cash declaration.

Return to the End of Day laminated handout 11/4 to complete the following:

- APS transactions
- &
- Daily Cash Declaration - ***All stock units must complete before 19:00***