

IMPACT R3 Branch Trading Issues

Ref	ISSUE	STATUS
1.1	<p>Taking into account the changes that are to be introduced at S80 to branch accounting processes and reporting, confirmation is required concerning the evidence required to verify branch conformance to POL accounting standards.</p> <p>In summary, the following changes are proposed at S80:</p> <ul style="list-style-type: none"> ❑ The POL Ledgers will be fed on a daily basis from trading information automatically generated by Horizon. The Cash Account will no longer be used in the construction of the POL Ledgers ❑ the existing weekly Cash Account process will be withdrawn. This process currently produces a report that is signed with one copy sent to POL and a second copy retained at the branch ❑ Balance reports are also produced weekly at the branch for each Stock Unit, a copy of which is signed by branch office staff and retained at the branch ❑ a new Branch Trading Statement is to be introduced that the branch will be required to produce on a monthly basis. Requirements for signing and retention of reports to be confirmed. The conditions governing the process for producing this report are broadly similar to that for the existing Cash Account (see CD for full details) <p>Action: Tony Utting to confirm POL requirements. Response required by 18/2/04.</p>	<p>Clive Read confirmed working assumption for CD would be that requirement satisfied by:</p> <ul style="list-style-type: none"> ❑ signed copy of SU Balance Report retained at branch (unchanged from current process) ❑ signed copy of BTS retained at branch with wording (to be supplied by POL) detailing undertaking associated with signature ❑ event sent to central systems (inc. MIS) indicating BTS produced by branch <p>Action: PB to incorporate working assumption in CD. Issue Closed</p>
1.2	<p>Taking into account the requirements for a monthly Branch Trading Statement, confirmation is required concerning the impact on the Horizon infrastructure of increasing the retention of transaction data at the branch from the current 35 days to 49 days. In particular, the impact assessment should consider branch and central storage requirements and processing times for branch reports.</p>	<p>FS provided assessment to Clive Read/ David Parnell on 12/2/04. Following POL review of cost implications, Clive Read requested (24/2) impact assessment of 49 days data retention at branch and 35 days at data centre to try and avoid data centre storage upgrade. GJ issued notes (26/2) reporting investigation results with options for POL consideration.</p> <p>Action: Clive Read to review GJ notes and confirm working assumption for CD.</p>
1.3	<p>Confirmation is needed concerning the POL requirement to use the rem out dockets/vouchers functionality. It is understood that some sub-set of the following may be involved:</p> <ol style="list-style-type: none"> 1. Losses (various categories) and gains 2. Postage costs 3. Petty cash expense / purchases 4. Robbery & Burglary clearance 	<p>Proposal circulated by Philip Godden on 10/2/04. Consideration needed regarding POL FS requirement for rems. Suggestion that could assume no rems and drive from cut-offs.</p> <p>Action: Ben Gildersleve/Chris Allen to confirm working assumption for CD (also need to address related issue 1.4 below).</p>

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	5. Write offs (various categories) 6. Intruder Alarms (Directly managed only) 7. Counterfeit Notes (DM only) 8. MVLs to car hire companies (DM only) 9. Obsolete Stock (Agents only) 10. Customer Goodwill (Agents only) 11. Spoilt Postage Labels (Agents only) 12. Redeemed savings stamps (BBC, DVLA..) This information is required to assess the impact on associated reporting, e.g. opportunities to remove or implied change required to existing product specific reports. (see also FS CD review comment 18/2 Nos. 2 & 4)	
1.4	Confirmation is needed concerning how stock/ vouchers/ dockets items are required to be mapped onto accounting and will they be represented on branch reports/accounts. This information is required to help identify/confirm associated migration requirements.	Action: Ben Gildersleve/Chris Allen to confirm POL requirements (see related issue 1.3 above).
1.5	Confirmation is needed regarding requirements concerned with the reconciliation of transactions to be supported by Horizon automation. This information is required to enable the assessment to progress with the identification of scope for the reconciliation simplifications and associated cost savings anticipated by Schedule 12 of the Fujitsu contract. (see also AW CD review comment 18/2 No. 3)	Notes produced from POL review (23/2) have not finalised requirement. POL/FS review (24/2) requested GJ to produce CD working assumption covering proposed APS/TPS merge. Action: Gareth Jenkins to draft CD working assumption
1.6	Confirm impact on solution costs of removing stock values from existing Horizon reports. Gareth Jenkins to provide impact assessment by 18/2/04.	Assessment provided to Clive Read and David Parnell on 12/2/04. Clive Read confirmed working assumption for CD should be that stock values should be removed from all Horizon reports. Issue Closed
1.8	Confirm re-engineering of DVLA product, to enable it to be controlled by Horizon, is out of scope for IMPACT and will be addressed by a separate CR if required, i.e. DVLA product will remain uncontrolled (non-value) at S80. Investigations have shown that, compounded by S60 changes to DVLA product handling incorporating use of ADC, it cannot be changed to controlled stock simply by changing the associated reference data and would require non-trivial re-engineering to achieve the change.	POL/FS 24/2 review confirmed working assumption for CD should be that MVLs are treated as a single stock type for the purpose of reporting to POL FS. Action: PB to incorporate working assumption in CD. Action: Dave Parnell/Clive Read to investigate within POL impact of working assumption.
2.1	Review and confirm resolution of design authority issues (as notified on 11/2/04) arising from team review of 2/2/04 CD working draft.	Individual items relevant to Branch Trading detailed individually below (3.1-3.6). Issue Closed
2.2	Review results of updated assessment report on requirement scope issues provided to POL on 12/2/04 with the objective of confirming scope change or amending requirement.	Clive Read confirmed that working assumptions for CD should include extended requirement scope

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		subject to data retention investigation detailed in issue 1.2 above. Issue Closed
2.3	List of Horizon branch reports has been annotated by Ben/John/Sheena/Julie/Fujitsu with anticipated changes resulting from IMPACT 3 requirements. Fujitsu clarifications forwarded to Ben 12/2/04.	Feedback received from Ben. POL/FS 24/2 review confirmed results should be included in CD. Action: PB to incorporate working assumption in CD. Issue Closed
2.4	Following discussions between Tony Marsh and Clive Read, a review meeting has been arranged for 18/2/04 to examine a proposal to remove the current method of posting discrepancies into a branch Suspense account.	To be addressed at Stakeholder review on 26/2 Action: Clive Read to confirm requirement (27/2)
2.5	Following discussions with IMPACT Stakeholders, a review meeting has been arranged for 18/2/04 to examine a proposal to continue to report daily cash declarations to SAP ADS. Action: Clive Read to notify Phil Boardman of any revisions to associated requirement by 18/2/04 for inclusion in CD.	POL/FS 24/2 review confirmed Horizon should continue to report daily cash declarations to SAP ADS. Action: PB to incorporate working assumption in CD. Issue Closed
2.6	Review meeting in London on 11/2/04 confirmed that TMS/AIS requirements are not expected to be completed on a timescale compatible with scheduled CD production. Decision taken to include sufficient information in CD regarding TMS/AIS to enable solution design work to proceed. (see also 3.5 below)	As agreed at POL/FS 24/2 review, GJ issued note (27/2) detailing working assumptions and details of "missing" information that needs to be in CD to enable DP/CT work to proceed in lieu of finalized TMS/AIS requirements. Action: CR/DP to review/confirm working assumptions for CD and to provide working assumptions for "missing" information.
3.1	Confirm Horizon events POL require to be forwarded to POL MIS (Data Flow Item 2 from 11/2 S80 design review). (see also JD/BG CD review comments 18/2 No. 40 & 41)	GJ forwarded (27/2) list of Horizon events to DP to assist with requirement identification. Action: DP to confirm POL requirement
3.2	Confirm requirement regarding current CBDB feed to SAP ADS relating to DWP/ IR/ Girobank payments (Cash Account Line Values) (Item 6 from 11/2 S80 design review)	Clive Read confirmed (24/2) working assumption for CD should be that this feed is not to be carried forward into TMS. Action: PB to incorporate working assumption in CD. Issue Closed
3.3	Horizon currently provides stock on hand information to SAP ADS which is not used. Confirm requirement to remove this feed as stock volumes are to be managed from POL FS. (Data Flow Item 7 from 11/2 S80 design review)	Clive Read confirmed (24/2) working assumption for CD should be that this feed to SAP ADS is not required to be supported by TMS. Action: PB to incorporate working assumption in CD. Issue Closed
3.4	Requirements to be confirmed concerning carry forward into TMS of existing feed of Camelot	Action: DP/CR to confirm requirement working

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	related data to Martins. (Data Flow Item 10 from 11/2 S80 design review)	assumption for CD. (see also issue 2.6 above)
3.5	Confirmation of DPI, Parcel Force TMS feed requirement (Data Flow Item 13 from 11/2 S80 design review)	Action: DP/CR to confirm requirement working assumption for CD. (see also issue 2.6 above)
3.6	Confirm requirements for mapping POL FS ledger entries back onto Horizon products for POL FS to Horizon information flows (Data Flow Item 3 from 11/2 S80 design review)	GJ/PG confirmed mapping arrangements which are to be implemented in TMS and driven from the same ref data that is used for the TMS/POL FS flow. Resulting requirement to be documented in POL FS/TMS AIS. Issue Closed
3.7	Confirm requirements for handling non-accounting data (including centrally identified corrections). ("Other Functionality" note from 11/2 S80 design review)	Problems identified with proposal to handle in POL FS. GJ provided note (27/2) detailing list of services that require support for non-accounting data. Action: Dave Parnell/Chris Allen to confirm requirement working assumption for CD
3.8	Confirm data feed requirements from TMS to SAP HR (HP CD review comment 18/2 No. 50)	CR confirmed (24/2) working assumption for CD should be feed is 1 month in arrears. Action: PB to incorporate working assumption in CD. Action: Clive Read to check assumption with business Issue Assumed Closed
3.9	Amend Section 18.2, A.4.1.2.5 to reflect needs to be performed at transition from period B to C (HP CD review comment 18/2 No. 55)	Action: PB to incorporate working assumption in CD. Issue Closed
3.10	Confirm requirement details for handling "other stamps" by value rather than volume, addressing the question of non-denominational stamps, e.g. Euro stamp (FS CD review comment 18/2 No. 1)	CR confirmed (24/2) working assumption for CD should be that non-denominational stamps, e.g. Euro stamp, should be made a specific product, c.f. 1 st and 2 nd class stamps. Other stamps should be denominational only, e.g. 28p, £1, etc, and to be reported by value. Action: PB to incorporate working assumption in CD. Issue Closed
3.11	Confirm requirement concerning vouchers/dockets remaining at the end of a balance period. (FS CD review comment 18/2 No. 3)	BG confirmed (24/2) check that all vouchers/dockets rem'd out only applies at end of trading period not at end of intervening balance periods. Action: PB to incorporate working assumption in CD. Issue Closed

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3.12	Confirm cheque handling requirements (FS CD review comment 18/2 No. 6)	CR confirmed (24/2) comment "cheques should work like this in future" should be removed from section 10.1.2.5 (under automation entry) of the draft CD. Action: DP/CR to review POL cheque handling requirements. Action: PB to incorporate agreed working assumption in CD. Issue Closed
3.13	Confirm requirement for trigger condition that enables Horizon/OPTip feed to be switched off(FS CD review comment 18/2 No. 8)	Action: DP/CR to confirm requirement.
3.14	Confirm requirement to remove Counter Weekly DVLA V10 and V11 reports	CR confirmed (24/2) working assumption for CD is to remove reports. Action: DP/CR to confirm requirement with business Action: PB to incorporate agreed working assumption in CD. Issue Closed