

**Fraud Risk Security Pro-forma - Guide To Obtaining Reports From Horizon****Balance Snapshot**

The Snapshot can be obtained in relation to verification of cash, saving stamps on hand, saving stamps redeemed, cheques, rejected postage labels and spoilt postage labels.

<b><u>Balance Snapshot</u></b> <b>From the Home Screen:</b> <b>F4 (Stock balancing)</b> <b>F5 (Balance Snapshot)</b> This details activity (transactions, stock, payments, receipts) in a till or stock unit	<b><u>Office Snapshot</u></b> <b>From the Home Screen:</b> <b>F2 (Reports)</b> <b>F11 (Office Snapshot)</b> This amalgamates balance snapshots into one report reflecting the office
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**Finding Entries on the Snapshot**

There are 4 main areas on a Snapshot; 1) Value Items & MOP, 2) Receipts, 3) Payments and 4) Stock Volumes. In relation to the Fraud Risk Security Pro-forma, the following indicates where, on a Snapshot, details can be found.

Cash: Value Items & MOP

Saving stamps on hand: Stock Volumes

Saving stamps redeemed: Payments

Cheques: Value Items & MOP

Rejected postage labels: Receipts

Spoilt postage labels: Payments.

**Transaction Logs**

Transaction Logs will enable further drilling down for information in relation to saving stamps redeemed, cheques and rejected postage labels.

**From the Home Screen:**

**F2 (Reports)**

**F3 (Transaction Log)**

**F1 (Stock Unit)**

**F4 (Product)**

NB: Searching by Product will cut down on time and paperwork. To drill down to relevant Products; Saving Stamps Redeemed (Product number 5956), Cheques (Product number 2).

There are also various parameters that can be entered once within the Transaction Log screen. These can reduce the criteria for obtaining a Transaction Log e.g. Date From/To, Time From/To, Transaction Values From/To, etc.

**Postage Label Report**

The Postage Label report (available from the A4 printer) provides details of postage labels accepted and rejected across the office.

**From the Home Screen:**

**F2 Reports**

**F6 Office weekly**

**F15 Postage labels**

**F4 Print**

**F16 Exit**

**Suspense Report**

This report (available from the A4 printer) will show if there are any remittances (cash in pouches) within the office that are awaiting collection by Cash Services.

**F2 Reports**

**F6 Office weekly**

**Suspense Report.**