HOL Report Printing @ Audit

	Branch Name :		Branch Code :		Date :

BEFORE ENTERING THE BRANCH **TEXT**: Contract Advisor

ONCE INSIDE THE BRANCH **RING** BSC to inform them of the Branch Closed for Audit: | GRO | Time :

Introduce Myself & Team using the **_opening script in Chapter 2_**

Attach a "Closed Notice" on the door Branch Contacts Name

Ask to be added to the system with your Smart ID at Manager Level, if no one has authority use you Global User to create your ID

View Stock Units *	F6	24		List Units:

Transfer Reconciliation Summary	F4	F2	36	32
Multi-stock branches only	Reporting	Reporting Office	Transfer Reconciliation	Print

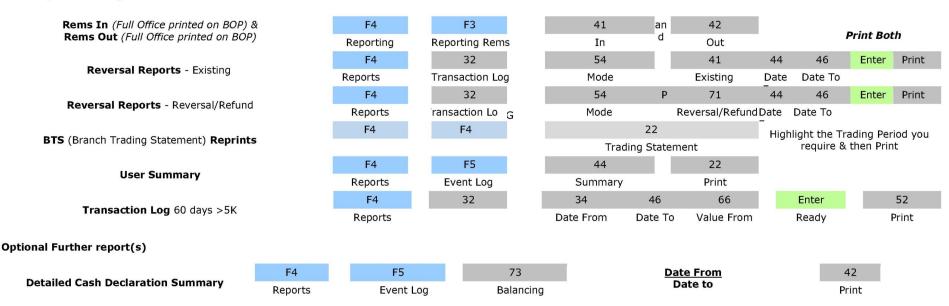**Accept any and all transfers, BEFORE you print the Office Snapshot**

(Remember to print an Individual Stock Snapshot for single stock branches: see path below**)**

If Multi Stock you need to logon to each stock & print the items listed for EACH stock:-				Check transfer & accept.		Balance Snapshot
				Last Cash declaration		Currency Holding

Pre-opening **Transaction Log** for that day	F4	32	34	46	62		52
	Reporting	Transaction	Date From	Da	Time From	Enter	Pri
Office Snapshot	F4	F2	24	32			
	Office	Weekly Accounting	Office Snapshot	Print			
Balance Snapshot (Individual Stocks)	F4	21	32				
	Reporting	Snapshot	Print				
Previous Nights **cash declaration**	21	Enter					
	Cash	Pick the Last Declaration & Print					
Currency Holding	63						
	Foreign Currency Holdings						
Outstanding Summaries (Print all listed)	F3	54	Print all the Reports Listed				
	Weekly Accounting	Summaries Outstanding					
Suspense Account	F2	F2	24	32			
	Weekly Accounting	Weekly Accounting	Suspense Account	Print			
Transaction Corrections Outstanding	F4	F2	62	32			
	Reporting	Reporting Office	Outstanding	Print			
Transaction Corrections Processed (last 60 days)	**F4**	F4	64	32			
	Reporting	Reporting office	Processed	Print			

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Version 1.2

Page 1
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Review date July 2022

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Rems In (Full Office printed on BOP) & **Rems Out** (Full Office printed on BOP)	F4 Reporting	F3 Reporting Rems	41 In	an d	42 Out				***Print Both***
Reversal Reports - Existing	F4 Reports	32 Transaction Log	54 Mode		41 Existing	44 Date	46 Date To	Enter	Print
Reversal Reports - Reversal/Refund	F4 Reports	32 ransaction Lo G	54 Mode	P	71 Reversal/Refund	44 Date	46 Date To	Enter	Print
BTS (Branch Trading Statement) **Reprints**	F4	F4	22 Trading Statement				Highlight the Trading Period you require & then Print		
User Summary	F4 Reports	F5 Event Log	44 Summary	22 Print					
Transaction Log 60 days >5K	F4 Reports	32	34 Date From	46 Date To	66 Value From	Enter Ready	52 Print		

Optional Further report(s)

Detailed Cash Declaration Summary	F4 Reports	F5 Event Log	73 Balancing	**Date From Date to**	42 Print	

If the branch has a Lottery Terminal further reports will be required.
Reports - Daily Terminal summary for Scratch Cards & Online plus Un-activated summaries for all packs

If the branch has an ATM further reports will be required to complete the audit.   Reports - 1, 2 & 6

<div style="background:red;color:white">

Finally: Prior to leaving the branch, you must obtain the following reports:
Stock Adjustments and a second Transfer Reconciliation Summary

</div>

Stock Adjustments (+ & -)	F4 Reports	32 Transaction Log	54 Mode	Page Down 3 times	31	Enter	Enter	52 Print

If any alterations are made to users listed at the branch while you are there (incorrect or deleted user-names) reprint the summary before leaving the branch. If possible, ask the Postmaster/OIC to delete your Smart ID and obtain a further User Summary

Complete a closing Meeting utilising the ***Closing Meeting script in Chapter 2***
Ring BSC to confirm "Re-open"   GRO   **Take Notice off the door**

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Page 1
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