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**From:** Kevin Gilliland [GRO]  
**Sent:** 27/11/2014 07:46:25  
**To:** Angela Van-Den-Bogerd [GRO]  
**CC:** Jackie Meylak [GRO]  
**Subject:** Re: BSP - CAF for approval

Thx angela,

Tracy's covering for Jackie today - I'm sure we can do an electronic signature.

On the process my concern would be if they didn't record the cheque correctly at the time of transaction. The manual entry would have picked this up. Are we fixing one problem but creating a different one?

Regards,

K

Kevin Gilliland  
Network & Sales Director  
Postline [GRO]

**GRO**

On 27 Nov 2014, at 07:35, Angela Van-Den-Bogerd [GRO] wrote:

Kevin,

Thanks. Is Jackie able to insert your electronic signature and send back to me?

Finance concurrence already given to the CAF. This activity is already within the BSP business case so the CAF and one pager completes the governance requirements.

The current in-branch procedure is reliant on the user manually verifying that cheques on hand match the Horizon system. This is the problem area that the new process will address and in doing so reduce errors in that the Horizon system will automatically pull through the rem out figure rather than the user inputting the figure into Horizon..

Angela

[GRO]

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**From:** Kevin Gilliland  
**Sent:** Thursday, November 27, 2014 07:18 AM  
**To:** Angela Van-Den-Bogerd  
**Cc:** Jackie Meylak  
**Subject:** Re: BSP - CAF for approval

Hi angela,

This looks good thank you. I'm happy to sign off the caf. Have finance signed this off and is there any governance eg short form business case this needs to go through?

On a technical point, previously, didn't the manual entry of cheques reconcile with what they'd entered into horizon at the time of the transaction? How do they now ensure they've got it right?

Thx

K

Kevin Gilliland  
Network & Sales Director  
Postline **GRO**

**GRO**

On 27 Nov 2014, at 06:33, Angela Van-Den-Bogerd **GRO** wrote:

Kevin,

Attached is a CAF that requires your approval. This is to progress with a Horizon improvement for the cheque rem out process in branch. The attached one page explanation gives more detail. Would you be able to turn this around asap please as we need to get this change in to the March 2015 Horizon release if we are to realise full year savings of £85k in 15/16.

Thanks,  
Angela

**Angela Van Den Bogerd** | Head of Partnerships  
<image002.jpg>

<image003.png> Ty Brwydran House, Atlantic Close, SWANSEA  
SA7 9FJ

<image004.png> **Mobile:** **GRO** **Mobex:** **GRO**

<image005.png> **GRO**

<image006.png>

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<Contract Approval Form - Horizon Cheque Rem Out changes v6.0  
COMPLETED.doc>

<Cheque Rem Out 1 Pager v2 0 Final.docx>