

Message

**From:** Jenkins Gareth GI [/O=ICL/OU=ICL IT CONSULTANCY/CN=RECIPIENTS/CN=GARETH.JENKINS]  
**Sent:** 04/03/2004 10:34:50  
**To:** Gurney Bob [/O=ICL/OU=UKSouth FEL01/cn=Recipients/cn=GurneyB]  
**CC:** Boardman Phil [/O=ICL/OU=EUR01/cn=Recipients/cn=BoardmanPK]  
**Subject:** RE: Reporting Requirements

Bob,

I'm happy with the proposed response to Tony, however this raises some interesting questions:

Consider the following scenario:

A branch is considered by Tony to be "Dodgy" and he goes in there one week into a 5 week trading period (say period 2). They then roll the branch into period 3 which is a 4 week Trading Period. For the next 4 weeks, the new staff will get a warning message at each logon indicating that they are running in the wrong Trading Period (is that acceptable?). At the real end of the Trading Period, there is no need to roll over the branch since it is already in Period 3, this makes Period 3 an 8 week Trading period. After 6 weeks we start losing Transactions!

With a one week CAP this is much less of an issue, in that having a 3 day followed by an 11 day Cash account is not much of a problem, but 1 week followed by 8 weeks is a problem.

Is this one for Clive? (it clearly isn't one for Tony - unless we have to constrain what he does!)

Regards

Gareth

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**Gareth Jenkins**  
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-----Original Message-----

**From:** Gurney Bob  
**Sent:** 04 March 2004 10:06  
**To:** Jenkins Gareth GI  
**Cc:** Boardman Phil  
**Subject:** FW: Reporting Requirements

Gareth

Please could you cast your eye over the following draft response to Tony U ....

*"The production of the Branch Trading Statement takes place following successful completion of all of the the "end of trading period" activities required before the branch rolls-over to the next trading period, e.g. SU*

balancing activities, resolving variances, making good, clearing dockets, etc. On completion of the statement, all trading across the branch is performed in the next trading period.

We had understood that Ben's requirement for an "interim" Branch Trading Statement was to obtain a local branch management view of the branch trading position during a branch trading period, i.e. not to roll-over to the next trading period. Currently the Office Snapshot Report is used for this purpose and there is no "interim" Cash Account facility.

So, if I have understood your concern correctly, I suggest we need to consider what your current process is. If you currently produce a Cash Account and roll the branch over to a new CAP, then you will be able to do the equivalent with the Branch Trading Statement, i.e. this is not the situation that we had assumed was meant by Ben's "interim" statement. If, however, you currently use the Office Snapshot to assess the branch position, then you would continue to do so at S80.

So, in summary, I suspect that your requirement will be met through producing additional Branch Trading Statements. This will have no effect on the back-end accounting system which will run from the daily trading summaries produced by Horizon and not the trading statement which is different from the current situation where CBDB is driven directly from the Cash Account. The daily trading summaries used by POL FS will include the results of any changes needed to balance the branch, address variances, processing of Transaction Corrections, etc.

I hope that this explanation has clarified things but let me know if there are any outstanding issues."

Regards

**Bob Gurney**  
**Fujitsu Services, Post Office Account**

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-----Original Message-----

**From:** tony.r.utting@[redacted] GRO  
**Sent:** 04 March 2004 09:15  
**To:** Gurney Bob; john.dutton@[redacted] GRO  
**Subject:** RE: Reporting Requirements

I am a little unsure about the query around interim trading statements.

In the case of an investigation, we would need to be able to go into an office and complete a full office balance which in the absence of a cash account would mean a Trading Statement would be required to provide a full office view.

If we then close the office down having removed an offender and the Retail Line replace the subpostmaster and this happened mid period, then the office would need to produce another Trading statement as usual at the end of the trading period.

I am not sure that the second Trading statement would need to have the data from the first included in this case, but we would need to be able to produce two statements within the same period.

I believe we also discussed doing something similar for office where there was a large variance, in order that the postmaster was able to get a view of his office situation after checking his stock and cash,

but this could be achieved through balancing all of the individual stocks and then doing an office snapshot presumably.

If I am confused and have got this all wrong please let me know.

Regards

Tony Utting

Gurney Bob <[redacted] GRO [redacted]>

Gurney Bob

[redacted] GRO To: john.dutton [redacted] GRO  
cc: Gurney Bob  
01/03/2004 19:03 [redacted] GRO "Clive  
Read (POL)" <[redacted] GRO  
"Dave Parnell (POL)"  
<[redacted] GRO Boardman  
Phil <[redacted] GRO  
"Tony Utting (POL)"  
[redacted] GRO  
"ben.gildersleve" <[redacted] GRO  
<ben.gildersleve@ [redacted] GRO Jenkins  
Gareth GI  
[redacted] GRO  
Reynolds Bill  
[redacted] GRO  
Subject: RE: Reporting Requirements

John

Whilst Ben is on leave this week, I understand that the arrangements are that we should direct these IMPACT branch related requirement questions to you for guidance.

1. Horizon Events to be Accessible via POL Sales MIS

We are trying to tie down exactly which branch "events" Horizon needs to pass to the POL MI System for the purpose of central reporting (Item 3.1 on the current Issues list). In the attached email, Gareth has summarised:

- \* which events are currently passed to OPTip and which will therefore be available to MI
- \* the events that Horizon currently records that aren't passed to OPTip and which will therefore not be passed to MI unless there is a specific requirement

\* new events associated with the IMPACT R3 requirement which it is understood should be passed to MI

Please could you review the attached and confirm whether there is a requirement to pass any additional events to MI other than those indicated above.

## 2. Branch Reporting

### 2.1 Reporting on "Previous" Trading Periods

Ben's email below confirms the requirement to be able to produce reprints of the following reports relating to the previous trading period:

- \* Stock Unit Balance: Reprint
- \* Cash Account: Reprint
- \* Office Weekly Counters Revenue Schedule: Reprint
- \* Office Weekly Inland Revenue Tax Credits P5589: Reprint
- \* Office Weekly P&A P2311MA: Reprint
- \* Office Weekly Redeemed Savings Stamps Summary: Reprint
- \* Track and Trace Manifest: Reprint
- \* Office Cash Variance Report: Reprint

We understand that these are the only reports that are required that relate to a "previous" trading period. We are currently investigating how we can cost effectively meet this requirement given that the underlying transaction data will no longer be available to re-create the reports. (Note for David/Clive: The reprint for previous period facility was not included in our costing submission for the business case). Ben added the Cash Variance Report to Gareth's list of existing reports that have the reprint option. Whereas the original list of reports seem to relate to particular periods, the Cash Variance Report can be produced at any time and so the question of which report should be reprinted arises.

Should it be the position at the end of the previous trading period?

The second question relates to the period which the original reports relate to. Once we move to a monthly Branch Trading Statement, what period is intended? Do the current weekly reports relate to a calendar, a Cash Account week or, in the future, a Monthly Trading Period? If it's weekly, when should we assume the start of week occurs? Please clarify.

2.2 Requirement to produce "Interim" Branch Trading Statement within  
a  
Trading Period

Ben has indicated that the requirement is to be able to produce an interim Branch Trading Statement at any time within a trading period. The problem is that the information from which the statement is produced and the associated process assumes that the Stock Units have previously been balanced. Currently there isn't a facility to produce an interim Cash Account report and the Office Snapshot is provided for this purpose. In view of the complexities/practicalities of meeting this requirement, please could you consider whether the Office Snapshot report would provide sufficient information to meet the intended requirement. If not, we need guidance on how an interim report should be constructed. Please advise.

Regards

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-----Original Message-----

From: ben.gildersleve@[redacted] GRO  
[redacted] GRO  
Sent: 27 February 2004 11:38  
To: Jenkins Gareth GI  
Cc: 'Ben Gildersleve (POL)'; Gurney Bob; 'Clive Read (POL)'; 'Dave Parnell (POL)'; Boardman Phil; 'Tony Utting (POL)'; john.dutton@[redacted] GRO

Subject: Re: Reporting Requirements

Gareth

My requirements are to keep all the reports below with re print facilities, except perhaps the redeemed savings stamps, depending on what happens with the remittance transaction for dockets and vouchers. Also, I assume the Cash Account reprint will become the Branch Trading statement reprint? I would also like copies of the Cash Variance report to be available as well. You've picked out the reports with reprint in their title, but are there any others? I've checked with John and he can't think of any.

I would like reports to be available from Period 1, until the end of Period 2. Then when the Branch rolls into Period 3, the reports for Period 1 become unavailable.

I would like the reports to be available quickly and easily, so whichever is the best solution to do this is fine with me. If the idea of storing the report itself is the best for speed of production, but is hugely expensive then come back. I'm sure Dave and Clive will have a view on this.

If you want to check anything today come back to me, but next week while I'm off can direct your queries to John please.  
Ben

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Inactive hide details for Jenkins Gareth GI "  
src="cid:875110518@01032004-207a" width=16>Jenkins Gareth GI

**GRO**

Jenkins Gareth GI

**GRO**



26/02/2004 16:28

To: "'Ben Gildersleve (POL)'" [GRO]  
cc: Gurney Bob [GRO], Boardman Phil [GRO],  
"Dave Parnell (POL)'" [GRO],  
"Clive Read (POL)'" [GRO],  
"Tony Utting (POL)'" [GRO]  
Subject: Reporting Requirements

Ben,

Following our conversation.

You have indicated that there is a requirement to reprint old reports, so we potentially need to either store the raw data for a sufficient time to do this, or change the mechanism by which we produce reprints such that we store the original report and reprint the report rather than regenerate it. It is proposed that we do the latter.

- \* Which reports need to support this? The following list gives all the Horizon reports which have "reprint" in their title:
- \* Stock Unit Balance: Reprint
- \* Cash Account: Reprint
- \* Office Weekly Counters Revenue Schedule: Reprint
- \* Office Weekly Inland Revenue Tax Credits P5589: Reprint
- \* Office Weekly P&A P2311MA: Reprint
- \* Office Weekly Redeemed Savings Stamps Summary: Reprint
- \* Track and Trace Manifest: Reprint
- \* How long we need to maintain such reports (ie 1, 2 or 3 Branch Trading periods or preferably number of days from when report first produced)

I've copied this to Tony in case he has any input to the requirements here from the security viewpoint.

Note for Dave and Clive: No changes in this area were originally forecast, so these are all "extras".

Regards

Gareth

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Message-ID: <753F1E41ACB9D51190C00090277218D802B66823@WWMESSD206>  
From: Jenkins Gareth GI [GRO]  
To: "'Daniel Hawthorne (POL - Parity)'" [GRO]  
"'Clive Read (POL)'" [GRO]  
Cc: "'Dave Parnell (POL)'" [GRO], Gurney Bob [GRO], Boardman Phil [GRO]  
Subject: Horizon Events  
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X-Mailer: Internet Mail Service (5.5.2653.19)  
Content-Type: multipart/mixed; boundary="----"



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All,

I've put together a note on events generated within Horizon and those currently sent to OPTIP.

<<events.doc>>

I'd appreciate some feedback as to what is required from the MIS system for inclusion in the CD so that we can include the necessary work in the S80 developments.

Regards

Gareth

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