

Postmaster Office Declaration Helper - DecMate



Introduction

This application is to help keep track of safe contents and to produce Post Office Horizon declarations. It allows you to keep an up to date log of safe contents and track movements in and out of safes. This information is then used to help produce Cash, Currency, Stamp and Stock declarations for daily, weekly (BP) and monthly (TP) declarations. Using DecMate app removes many sources of human error by doing the maths for you. No need to get the calculator out, simply count your safe and counter contents, enter them in DecMate and select "Declaration", the contents of all your safes and counters are added and presented ready to enter in Horizon.

DecMate is highly configurable so you can add or remove stock items, make up your own bundle sizes, add or remove storage locations such as safes, counters etc. - we call them 'Stashes' in the application. You can also configure what is stored in each stash. For example, you may have bulk bags of coin in your main safe - you enter the number of bags - no need to calculate the value. In your Bidi safe you may keep smaller bags, again just enter the number of bags. DecMate knows the value of each bundle and will automatically do the sums when you move a bulk bag from the main safe to the Bidi or do a declaration.

When you do the declaration, you have the option to enter the discrepancy and add comments, this can then be saved to a log or emailed to somebody.

We have our daily cash declaration down to less than 5 minutes by using money scales and this app. Also, errors in accounting have significantly reduced - no more £1,000+ discrepancies because somebody had finger trouble with a calculator.

Getting Started

Hardware requirements

DecMate is designed to run on any Android phone or tablet running Android 4.1 or later. It has low processor, memory and storage requirements. DecMate has no special hardware requirements and does not request special access permissions apart from sending emails.

Installing

You can download DecMate from the Google Play Store, once installed sample data will automatically be added to the system. We suggest you play with this data to familiarise yourself with how it works before trying to use it in a live environment.

Basic Concepts

Stash

DecMate is based on the concept of a '**Stash**' which is a location in which cash, stock, stamps or currency can be stored. Typical stashes include your main safe, a drop safe, a bidi safe, a counter change storage and the contents of a counter drawer. These are the stashes installed by default, but you have complete control over deleting these and adding your own. A summary of what is in each stash is shown on the '**Summary**' Page

Stash Contents

Each Stash may have different contents such as stamps, currency and stock in the Counter, £20 and £10 notes in a Bidi safe etc. the content of each stash is easily configurable using the '**Stash Content**

Editor'. New and old style notes can be entered separately but automatically added together for the declaration.

The bundle size for each item may also be different in each stash. For example, in the main safe you may store bulk £20 bags of 1p coins, in the drop safe you may store 1p coins in smaller £1 bags, and at the counter you would have loose 1p coins. DecMate is designed to cope with this making counting faster and more accurate. You simply enter the number of bulk bags in the main safe, the number of smaller bags in the drop safe and the number of coins in the Counter position. DecMate is aware of the different bundle sizes and will correctly and automatically do the calculations to give you the declaration figure. Moving items from one stash to another is also easy as DecMate will automatically break down bigger bundles in one stash to the smaller bundles in another. It even builds up bigger bundles when going the other way.

Product Codes

A stash content item is categorised as a product, 1p coins are a product, a 1st class stamp is a product etc. A **Product Editor** is included in the app to allow you to add new products or to delete products you do not use. Once a new product is added, you can go to the **Stash Editor** to add that product in any bundle size you choose.

Daily Tasks

We suggest you keep a tablet PC on top of your safe so that every time something is added or removed from the safe(s), the app can be updated with those movements. This way the app always reflects the current safe content and records a log.

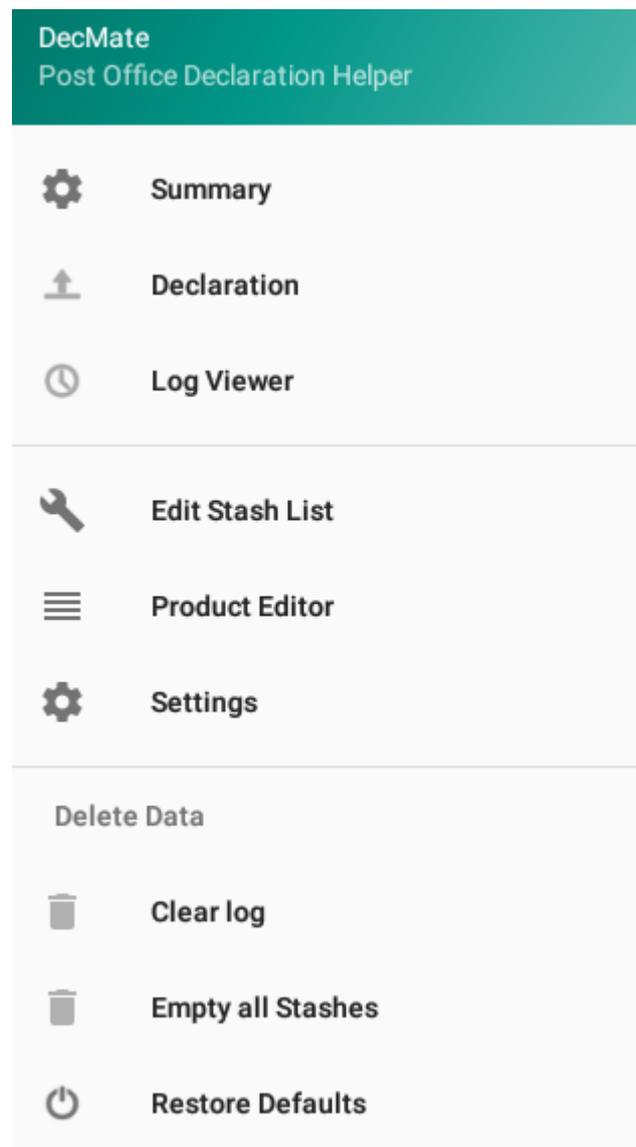
For daily cash declarations, the tablet is moved to the counter and the contents are counted and entered in DecMate. You can then choose 'Declaration' and enter the cash declaration values displayed in Horizon. Any discrepancy can be entered in DecMate together with any comments. You can then '**Save to Log**' and/or '**Send as Email**' the declaration. An inbuilt '**Log viewer**' can be used to aid an investigation as it provides an audit trail.

Weekly Tasks

For your weekly BP or monthly TP, you count your safe contents as usual and cross check what DecMate says should be there. Mistakes in logging individual products in or out of the safe are easily identified and can be investigated. After also counting the Counter contents, you can then check the Horizon Stock report against the DecMate stock declaration page and make any adjustments. The figures needed for the individual Cash, Currency and Stamp declarations are displayed in DecMate and just need to be entered in Horizon.

Guide to DecMate

Main Menu



Stash Summary Page

The screenshot shows the DecMate app interface for a stash named "New Quay". The app has a dark green header with a hamburger menu icon on the left and a three-dot menu icon on the right. The title "DecMate for New Quay" is displayed in white text. Below the header, there are five summary cards arranged in a grid. Each card has a title and a list of items with their values. At the bottom of the screen, there is a black navigation bar with three icons: a back arrow, a circle, and a square.

Category	Item	Value
Counter	Cash	£135.50
	Stamps	£14.00
	Stock	6x1st, 12x1st, 12x2nd
Counter Change	Cash	£50.00
Counter Bidi	Cash	£4,000.00
Drop Safe	Cash	£110.00
Main Safe	Cash	£342.00
	Currency	5,00 €, US\$50.00
	Stamps	£18.75

You edit a stash's content by selecting its summary card. The main menu is available from the  icon at the top left, the  icon at the top right shows the 'Save to Log' and 'Send as Email' menu options.

Note that DecMate will automatically change its layout if you turn your device between Portrait and Landscape modes.

Stash Content Editor

Item	Count/Move	Value
£100	Count	0.00
£50		0.00
£20		0.00
£10		0.00
£5		0.00
£2		0.00
£1		0.00
50p		0.00
20p		20.00
10p		50.00
5p		63.00
2p		2.50
1p		0.00
ATM Notes		0.00
U Notes		0.00
U Coin		0.00

£	£100	Value	0.00
7	8	9	*
4	5	6	/
1	2	3	
0	.	00	+
AC		-	ENTER

The content editor consists of a list of items in the stash and a calculator-based entry panel. The calculator is designed to work in 'Post Office mode' where it is not necessary to enter the decimal point as well as in 'Normal mode' where the decimal point key works as it would on a calculator. In portrait mode, the calculator is below the list, in landscape mode, the calculator is to the right of the list.

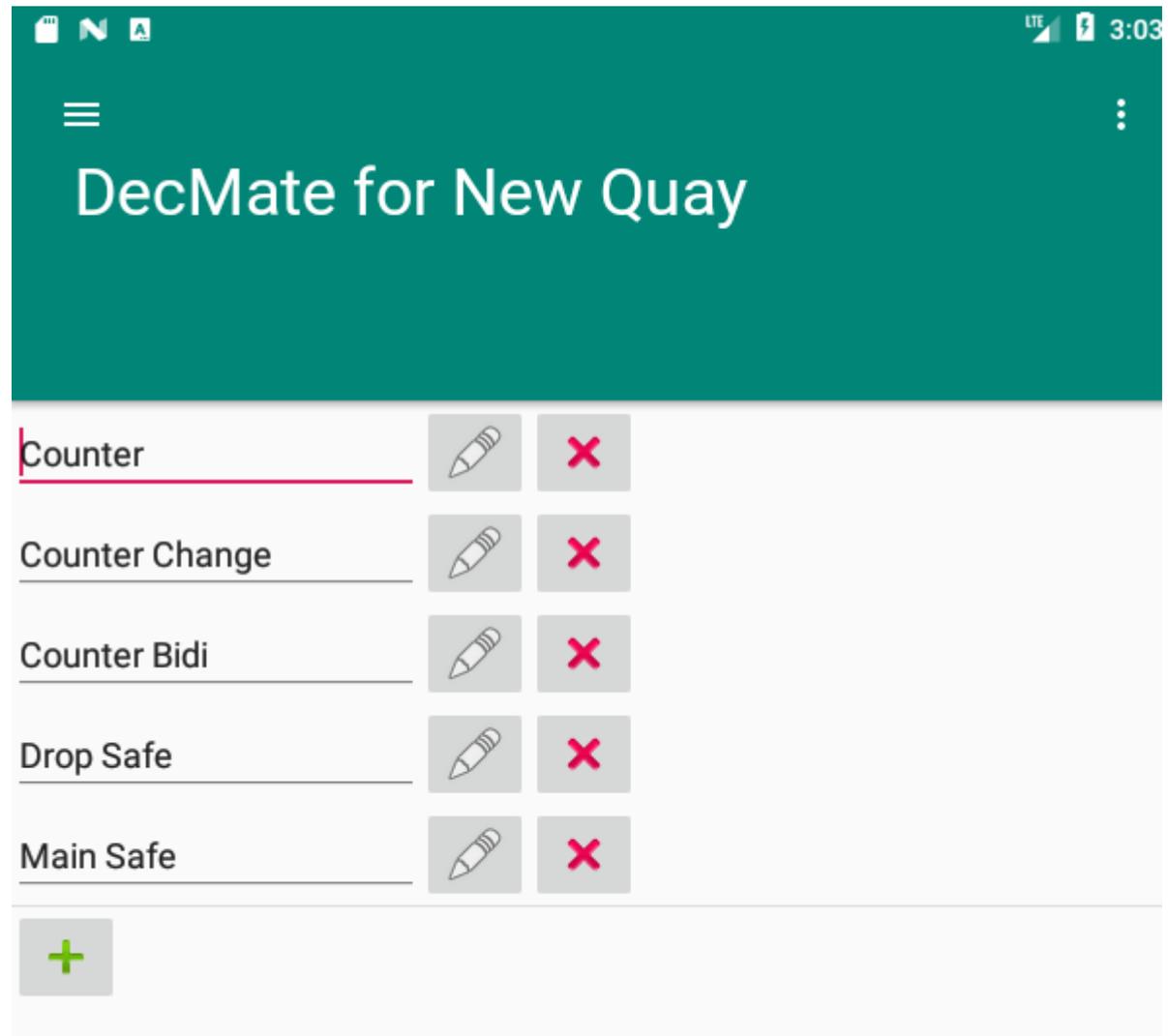
To change the quantity in stock, select the item in the list and either: enter a new value, or use the calculator to add or remove several items. i.e. selecting the 20p line in the example above, followed by entering **500 ENTER** will change the value of 20ps held from £20.00 to £5.00. Whereas selecting 5p, followed by **+10 ENTER** will add 10p taking the value of 5ps from £63.00 to £63.10. One method is better for counting, the other is better for moving items.

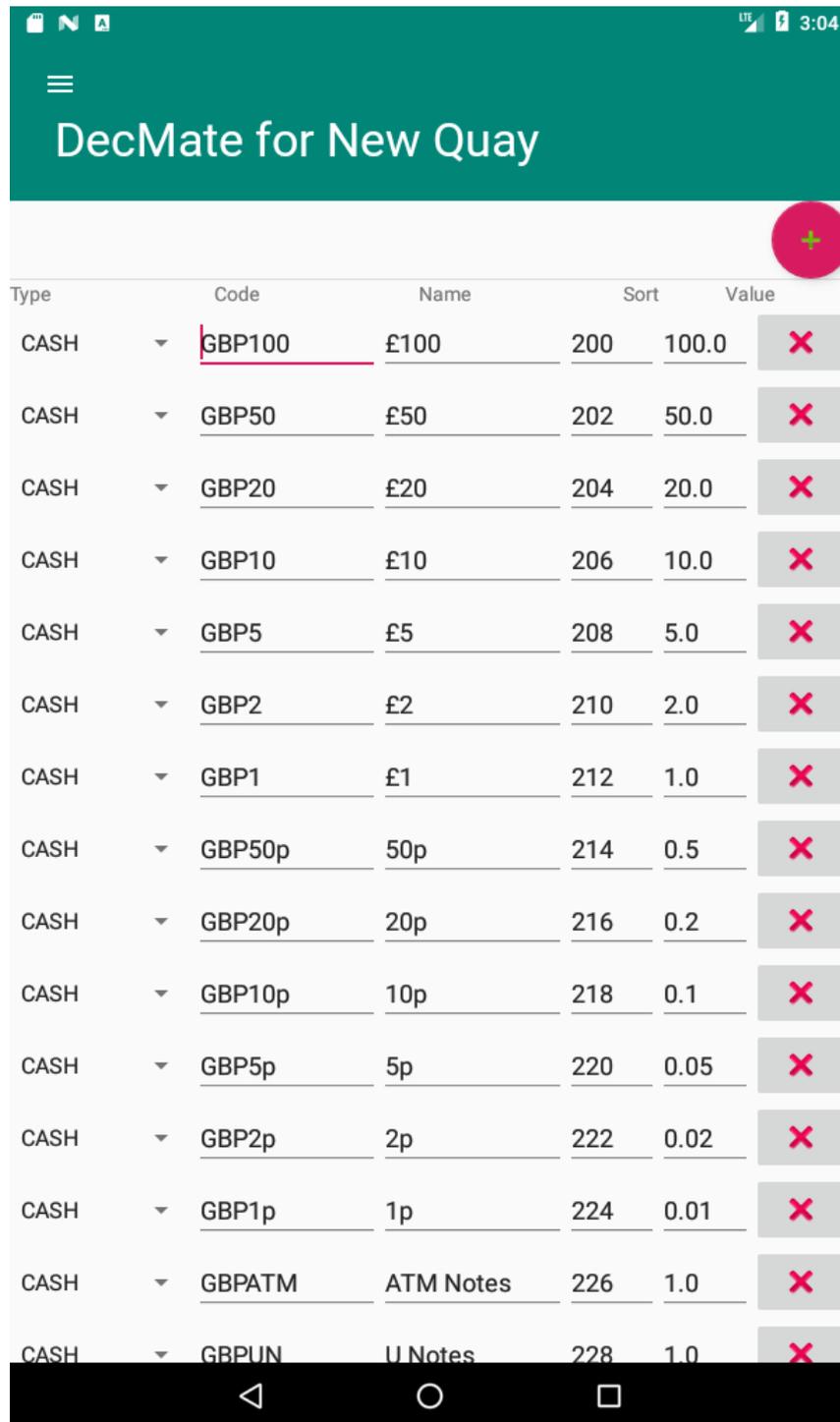


The  icon at the top right of the screen takes you another editor which allows you to add or remove the types of product stored in the stash, together with the bundle size used in the Stash.

← New Quay Counter			
≡ 2nd	1	Quantity	<input checked="" type="checkbox"/> In Stash <input checked="" type="checkbox"/>
≡ 6x1st	1	Quantity	<input checked="" type="checkbox"/> In Stash <input checked="" type="checkbox"/>
≡ 12x1st	1	Quantity	<input checked="" type="checkbox"/> In Stash <input checked="" type="checkbox"/>
≡ 12x2nd	1	Quantity	<input checked="" type="checkbox"/> In Stash <input checked="" type="checkbox"/>
≡ 100x1st	1	Quantity	<input checked="" type="checkbox"/> In Stash <input checked="" type="checkbox"/>
≡ 100x2nd	1	Quantity	<input checked="" type="checkbox"/> In Stash <input checked="" type="checkbox"/>
≡ P Order	1	Quantity	<input checked="" type="checkbox"/> In Stash <input checked="" type="checkbox"/>
≡ <u>POCA</u>	1	Quantity	<input checked="" type="checkbox"/> In Stash <input checked="" type="checkbox"/>
£ £100	1	Quantity	<input type="checkbox"/> In Stash <input type="checkbox"/>
£ £50	1	Quantity	<input type="checkbox"/> In Stash <input type="checkbox"/>
£ £20	1	Quantity	<input type="checkbox"/> In Stash <input type="checkbox"/>
£ £10	1	Quantity	<input type="checkbox"/> In Stash <input type="checkbox"/>
£ £5	1	Quantity	<input type="checkbox"/> In Stash <input type="checkbox"/>
£ £2	1	Quantity	<input type="checkbox"/> In Stash <input type="checkbox"/>
£ £1	1	Quantity	<input type="checkbox"/> In Stash <input type="checkbox"/>

The first half of this list are the types of product currently in the stash, you can remove an item from a stash completely by switching the toggle control. The bottom half of the list are products available to add to the stash. Once added you can change the name, the bundle size and whether you will be entering the quantity of the products (i.e. number of bags of 1p coin) or entering the value of the product (i.e. total value of 1p coins).





Type	Code	Name	Sort	Value	
CASH	GBP100	£100	200	100.0	X
CASH	GBP50	£50	202	50.0	X
CASH	GBP20	£20	204	20.0	X
CASH	GBP10	£10	206	10.0	X
CASH	GBP5	£5	208	5.0	X
CASH	GBP2	£2	210	2.0	X
CASH	GBP1	£1	212	1.0	X
CASH	GBP50p	50p	214	0.5	X
CASH	GBP20p	20p	216	0.2	X
CASH	GBP10p	10p	218	0.1	X
CASH	GBP5p	5p	220	0.05	X
CASH	GBP2p	2p	222	0.02	X
CASH	GBP1p	1p	224	0.01	X
CASH	GBPATM	ATM Notes	226	1.0	X
CASH	GBPUN	U Notes	228	1.0	X

Product: 2p Value: 2.00
Product: 1p Value: 40.00
Product: ATM Notes Value: 0.00
Product: U Notes Value: 52.00
Product: U Coin Value: 0.00
CURRENCY declaration
Product: Euro Value: 5.00
Product: US Dollar Value: 50.00
STAMP declaration
Product: 1p Qty: 0
Product: 2p Qty: 0
Product: 5p Qty: 125
Product: 10p Qty: 125
Product: 20p Qty: 0
Product: 50p Qty: 0
Product: £1 Qty: 0
Product: £1.25 Qty: 0
Product: £1.35 Qty: 0
Product: £1.40 Qty: 0
Product: £1.45 Qty: 0
Product: £1.55 Qty: 0
Product: £1.60 Qty: 0
Product: £2.25 Qty: 0
Product: £2.30 Qty: 0
Product: £2.65 Qty: 0
Product: £2.80 Qty: 5
Product: £3.30 Qty: 0
Product: £3.45 Qty: 0
Product: £3.60 Qty: 0
STOCK declaration
Product: 1st Qty: 0
Product: 2nd Qty: 0
Product: 1st SF Qty: 0
Product: 1st SFL Qty: 0
Product: 1stx6 Qty: 5
Product: 1stx12 Qty: 6
Product: 2ndx12 Qty: 10
Product: 1stx100 Qty: 0
Product: 2ndx100 Qty: 0
Product: P Order Qty: 0
Product: PO Account Qty: 0

Wed May 15 15:03:08 GMT+01:00 2019: Logging started
Wed May 15 14:24:10 GMT+01:00 2019: Logging started
Thu May 09 17:58:04 GMT+01:00 2019: Information sent by email
Thu May 09 17:57:10 GMT+01:00 2019: Information sent by email
Thu May 09 17:57:06 GMT+01:00 2019: Logging started
Thu May 09 17:50:51 GMT+01:00 2019: £10Cas: 8.0 items Added to Counter Bidi
New quantity in Counter Bidi is 8.0
Thu May 09 17:50:50 GMT+01:00 2019: £20Cas: 8.0 items Added to Counter Bidi
New quantity in Counter Bidi is 8.0
Thu May 09 17:50:44 GMT+01:00 2019: 10p bag: 6.0 items Added to Drop Safe
New quantity in Drop Safe is 6.0
Thu May 09 17:50:42 GMT+01:00 2019: 20p bag: 3.0 items Added to Drop Safe



DecMate for New Quay

Office Name

New Quay

Email Address

Log changes

