

**COPS ATM Processing**

**Requirements Specification**

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# Document Control

## Version Control

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| **Version #** | **Author** | **Version Date** | **Section Changed** | **Change Description** |
| 1.0 | Amahle Jenkins | 2015.06.10 | All | Initial Draft & baseline of the document |
| 2.0 | Amahle Jenkins | 2015.07.09 | 2.2.  3.1.  5. | Addition of document approval stakeholders  Addition of development priorities to scope  Process diagrams and requirements |

## Document Approval

The list below details the project signatories. By signing below, they acknowledge that they have read, understood and are committed to the acceptance of the document, including any attached documentation or changes.

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## Document Distribution

The individuals listed in the document distribution list below serve as recipients of the requirements specification only and do not serve as signatories to the document. Feedback is however welcomed as part of the review process.

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# Executive Summary

The purpose of this document is to define the requirements for the COPS ATM Processing module. These are core and supporting functionality for processing of ATM bulks (inbound and outbound) within the cash centres.

## In Scope

The development scope defines the objectives and requirements the project team is expected to deliver, upon successful implementation of the ATM Processing development. The following objectives and requirements have been defined and agreed upon and are therefore considered as in scope for the sprint:

1. The creation of unique user roles for ATM processing on the application.
2. The creation of an automated packing orders import functionality.
3. The enhancement of Float and Treasury bulk counting and order processing in order to optimize for ATM processing.
4. The creation of an ATM Loading interface to capture ATM loading slip details, including automated reconciliation for this process (phase2).
5. The addition of ATM device type identifiers in order to distinguish drop-safe deposits from cash acceptor deposits.
6. The enhancement of existing reports to cater for ATM Management and addition of ATM specific reporting capabilities.

# Solution Context

The following diagram reflects the affected modules within the COPs application that will be impacted by the development of the ATM Processing requirements on the application.



## Components

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| --- | --- |
| **Name** | **Function** |
| Capitec | The Capitec application used to forecast Cash requirements and produce the daily “Consolidated Packing Order” files to be submitted to G4S. |
| FTP Site | The file transfer protocol site that will be used by Capitec and G4S to exchange packing order files and reports. |
| CashOps Application | The G4S application that will consume the Consolidated Packing Order files and then send cash centre specific data to each individual cash centre via web service. |
| COPS | The G4S cash centre application on which ATM Loading orders will be created and processed and from which reports for the same will be extracted. ATM returns will also be processed on this application. |

# Requirements

The requirements related to the ATM Processing functionality are detailed below in the form of user stories and process maps.

## Create Orders



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| --- | --- |
| **User Story ID.** | 001 |
| **Prepared By** | G4S Development |
| **Submission Status** | Review |
| **Involved** | Capitec  CashOps  COPS |
| **Purpose** | This functionality allows for the upload of the Consolidated Packing Order Files by Capitec to an FTP Site. |
| **User Story** | As Capitec I want to upload Consolidated Packing Order Files to an FTP Site so that they can be consumed by CashOps. |
| **Acceptance Criteria** | 1. 3 File types can be uploaded to the FTP Site namely:    1. Consolidated Packing Orders File    2. Consolidated Change Packing Orders File (Including “Cancel” instructions).    3. Consolidated Emergency Packing Orders File 2. As the files are consolidated, each line item contained within the file must contain a Cash Centre ID (G4S CC Code) so that the order items are sent to the correct cash centre. |

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| **User Story ID.** | CASHOPS-1718 |
| **Prepared By** | G4S Development |
| **Submission Status** | Review |
| **Involved** | Capitec  CashOps  COPS |
| **Purpose** | This functionality allows the CashOps application to retrieve and import Consolidated Packing Orders File data into CashOps. |
| **User Story** | As CashOps I want to retrieve and consume the Consolidated Packing Orders File so that I can send the data to COPS. |
| **Acceptance Criteria** | 1. CashOps is able to intermittently check for and retrieve the following files from the FTP Site :    1. Consolidated Packing Orders File    2. Consolidated Change Packing Orders File    3. Consolidated Emergency Packing Orders File 2. When the file is retrieved from the site it can be consumed by a service that will send the relevant data down to COPS. 3. When a duplicated file is retrieved it is not consumed by the services but “ignored” and archived. |

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| **User Story ID.** | CASHOPS-1719 |
| **Prepared By** | G4S Development |
| **Submission Status** | Review |
| **Involved** | CashOps  COPS |
| **Purpose** | This Functionality allows the CashOps application to send Packing Order data to each cash centre’s instance of COPS. |
| **User Story** | As CashOps I want to send Packing Order data to each cash centre’s instance of COPS so that orders are sent to the relevant cash centres for processing. |
| **Acceptance Criteria** | 1. The CashOps Application is able to send Packing Order Data derived from the following files to each individual cash centre for routes that belong to that cash centre.    1. Consolidated Packing Orders File    2. Consolidated Change Packing Orders File    3. Consolidated Emergency Packing Orders File |

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| **User Story ID.** | COPS-753 |
| **Prepared By** | G4S Development |
| **Submission Status** | Review |
| **Involved** | COPS |
| **Purpose** | This functionality allows the COPS application to create “ATM Loading” orders using the Packing Order files’ data. |
| **User Story** | As COPS I want to be create packing orders so that they can be processed for delivery to the sites. |
| **Acceptance Criteria** | 1. When packing order data is received from CashOps, an ATM Loading order is automatically created on COPS for each route for that cash centre. 2. Mapping of Packing Order File Data to COPS orders to be defined in the solution design document. |

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| **User Story ID.** | COPS-754 |
| **Prepared By** | G4S Development |
| **Submission Status** | Review |
| **Involved** | Capitec  CashOps  COPS |
| **Purpose** | This functionality allows the COPS application to auto-cancel and archive existing orders that carry a “change” or “cancel” instruction as per the Consolidated Change Orders File. |
| **User Story** | As COPS I want to automatically cancel and archive an existing order that has a “change” or “cancel” instruction so that it can be replaced by a new order. |
| **Acceptance Criteria** | 1. When packing order data is received from a Consolidated Change Orders File that the same reference number as an existing order, the previously existing order must be cancelled and archived. 2. When an order contained in the Consolidated Change Orders File carries a “change” instruction, a new order must be automatically created on COPS after the previously existing order is cancelled and archived. 3. Archived orders must not be visible to front end users of COPS and are to have no impact on vendor float balances. |

## Process Orders



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| --- | --- |
| **User Story ID.** | NA |
| **Prepared By** | G4S Development |
| **Submission Status** | EXISTING FUNCTIONALITY |
| **Involved** | ATM Supervisor  COPS |
| **Purpose** | This functionality allows the ATM Supervisor to withdraw cash from the vendor’s float in order to pack it for orders. |
| **User Story** | As an ATM Supervisor I want to withdraw cash from float so that I can pack ATM orders. |
| **Acceptance Criteria** | 1. Only when there is sufficient cash in the float balance to fulfil the order can cash be withdrawn from the vault. 2. When the value of the bags in the vault exceeds the order value, the surplus is simultaneously moved back to the vault when the order value is withdrawn. 3. A bank withdrawal order must be raised when there is insufficient float. |

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| **User Story ID.** | COPS-756 |
| **Prepared By** | G4S Development |
| **Submission Status** | Review |
| **Involved** | COPS  ATM Supervisor |
| **Purpose** | This functionality allows COPS to automatically raise Bank Withdrawal Orders when there is insufficient float for packing orders to be processed. |
| **User Story** | As COPS I want to be able to raise a Bank Withdrawal Order so that Packing Orders can be processed. |
| **Acceptance Criteria** | 1. A bank withdrawal order must be raised when there is insufficient float to fulfil ATM packing orders. 2. When orders are automatically raised by the application, supervisor authorisation must be required before the orders are released for processing. |

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| **User Story ID.** | COPS-757 |
| **Prepared By** | G4S Development |
| **Submission Status** | Review |
| **Involved** | ATM Teller  COPS |
| **Purpose** | This functionality allows ATM teller to know the denomination and value make up of each bag that must be packed for the order |
| **User Story** | As an ATM teller I want to know the value and volume make-up of the bags that must be packed so that I do not exceed cross pavement limits. |
| **Acceptance Criteria** | 1. COPS must be able to produce a printable “Packing Order Form” which consists of the following fields:   **Prepopulated**   * 1. Number of bags needed to pack the order   2. Total value and volume per denomination to be packed into each bag not exceeding vendor cross pavement limits per bag.   3. Route detail   4. Client detail   5. Packed date   **Fields to be populated**   * 1. “Value Returned” per bag (to be completed at site delivery)   2. Delivery Date (to be completed at site delivery)   3. ATM Teller Signature   4. ATM Supervisor Signature   5. ATM Custodian Signature (to be completed on handover of cash)  1. The ATM Teller must be able to scan/capture the seal number of each bag used to pack the order onto the “Packing Order Form” before printing. 2. Printing of the form is to be disabled until seal numbers have been captured for every bag to be used for packing the order. |

## Process ATM Returns



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| **User Story ID.** | COPS-758 |
| **Prepared By** | G4S Development |
| **Submission Status** | Review |
| **Involved** | ATM Teller  COPS |
| **Purpose** | This functionality allows the ATM Teller to capture ATM loading detail and/or returns when the ATM loading slips and/or returned cash are received. |
| **User Story** | As an ATM Teller I want to be able to capture ATM loading details and/or returns based on the original order so that I can automatically reconcile orders and the physical cash loaded into ATMs. |
| **Acceptance Criteria** | 1. ATM Teller must have an interface where they can capture detail for ATM returns and ATM slips, including the value and denominations loaded into the ATM and any surplus cash returned, where applicable. 2. The interface must allow the ATM Teller to capture the ATM loading slips against the original order and packing order details (at client level). 3. Cash returned, once counted, must be included in the float balance. 4. The application must not allow the same user who processed and packed the order to capture the ATM loading slip details and verify the cash returned, where applicable. |

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| **User Story ID.** | COPS- 589 |
| **Prepared By** | G4S Development |
| **Submission Status** | Review |
| **Involved** | ATM Supervisor  COPs Application |
| **Purpose** | This functionality allows for the reporting of all packing orders not yet fully reconciled. |
| **User Story** | As an ATM Supervisor I want an exception report that contains all ATM Orders not fully reconciled. |
| **Acceptance Criteria** | 1. The report must include the following detail per client (ATM):    1. Order/ Packed and Load dates- capture    2. Value and denominations ordered, packed and loaded- capture    3. Value and denominations returned    4. Variances and reason for variances where applicable |

## Interface Requirements

This section define the process and procedures for data exchange between the interfacing systems, for packing order creation, namely Capitec, CashOps and COPS.

### Source Interface Details- Capitec to CashOps

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| --- | --- |
| **Type** | Inbound File |
| **Processing Method** | Batch processing. |
| **Processing Type** | Comma delimited file sent over FTP site. |
| **Source System** | Capitec |
| **Target System** | CashOps |
| **Frequency** | Predefined scheduled intervals with a cut off for processing. Business rules to define same day and next day processing based on time the order is received in CashOps and/or COPS. |
| **Restart/Recovery Procedure (if any)** | 1. Verify import file has transactions. 2. Verify transactions are present on the CashOps database. 3. If no transaction are present on the CashOps database, reimport the files into CashOps. |

### Target Interface Details- CashOps to COPs

|  |  |
| --- | --- |
| **Type** | Outbound Message |
| **Processing Method** | Batch processing. |
| **Processing Type** | Data Transfer over Web service. |
| **Source System** | CashOps |
| **Target System** | COPS |
| **Frequency** | Every 60 Minutes |
| **Restart/Recovery Procedure (if any)** | 1. Verify import file on CashOps has transaction 2. Verify transactions are present on the CashOps Database 3. If transactions are present on CashOps database but not COPs, restart the COPS Service. |