

**Oracle® Retail Sales Audit**  
User Guide  
Release 12.0.7

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# Preface

Oracle Retail Sales Audit User Guide is a complete guide to the user interface of Oracle Retail Sales Audit.

This user guide concentrates on how to use the components of Sales Audit. It provides you with:

- Overviews of each functional area within the software, including the business processes, reports, and system administration functions pertaining to the module.
- Step-by-step procedures for completing the specific tasks.

You do not need experience using Sales Audit software to use this guide. You should be familiar with operating a personal computer (PC), keyboard, and mouse.

Also, verify that all components of Sales Audit software have been successfully installed.

## Audience

This document is intended for the users of Oracle Retail Sales Audit.

## Related Documents

For more information, see the following documents in the Oracle Retail Sales Audit Release 12.0.7 documentation set or in the Oracle Retail Other Product Two Release 0.0 documentation set:

- Oracle Retail Merchandising System Installation Guide
- Oracle Retail Merchandising System Release Notes
- Oracle Retail Merchandising System Operations Guide
- Oracle Retail Merchandising System Online Help
- Oracle Retail Merchandising System Data Model
- Oracle Retail Merchandising System User Guide
- Oracle Retail Trade Management User Guide

## Customer Support

<https://metalink.oracle.com>

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

## Review Patch Documentation

For a base release (".0" release, such as 12.0), Oracle Retail strongly recommends that you read all patch documentation before you begin installation procedures. Patch documentation can contain critical information related to the base release, based on new information and code changes that have been made since the base release.

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## Oracle Retail Documentation on the Oracle Technology Network

In addition to being packaged with each product release (on the base or patch level), all Oracle Retail documentation is available on the following Web site:

[http://www.oracle.com/technology/documentation/oracle\\_retail.html](http://www.oracle.com/technology/documentation/oracle_retail.html)

Documentation should be available on this Web site within a month after a product release. Note that documentation is always available with the packaged code on the release date.

## Conventions

**Navigate:** This is a navigate statement. It tells you how to get to the start of the procedure and ends with a screen shot of the starting point and the statement “the Window Name window opens.”

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**Note:** This is a note. It is used to call out information that is important, but not necessarily part of the procedure.

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---

This is a code sample  
It is used to display examples of code

A hyperlink appears like this.

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# Sales Audit

## Sales Audit

Oracle Retail Sales Audit works with Oracle Retail Merchandising System (RMS), which is Oracle Retail's core transaction system. RMS includes key retailing functions such as item maintenance, pricing and promotion management, supplier and location maintenance, and purchasing and receiving.

Sales Audit provides a seamless, integrated flow of data from the point-of-sale to major Oracle Retail and other external software. Sales Audit is designed with flexibility in mind to accommodate varying business practices by company and retail verticals. User defined audit rules can fine-tune the system to focus validation on potential problem areas. Wizards are available to develop custom totals for validation of calculations such as data entry and over/short. Interactive audit functionality allows auditors to focus on exceptions and helps navigate the auditor through resolution.

## System Variables

### System variables overview

Users gain the most value from software when the system is optimized to meet their needs. The system variables module provides a means of maintaining the relatively static information about a retailer's business.

#### Business process

After you have added the sales audit maintenance information, you can define the information above as appropriate for your company. The systems variable module allows you to set up the following information for Sales Audit:

- **System options:** System validation methods, including escheatment, voucher options, and information related to the automated clearing house.
- **Error code definitions:** Error codes that will appear, and where in Sales Audit that you can fix them.
- **References:** References that you may attach to a transaction in order to better explain what occurred.
- **Field level access:** Allows you to define the fields a user may access.

#### Reports

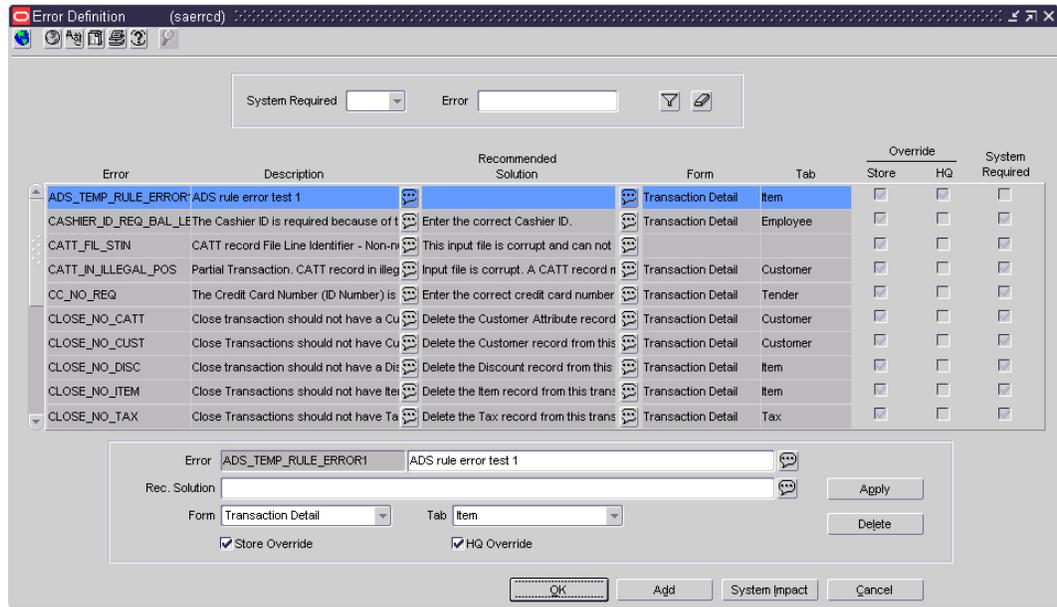
There are no reports pertaining to system administration.

#### System administration

The topics discussed in this module pertain to system administration.

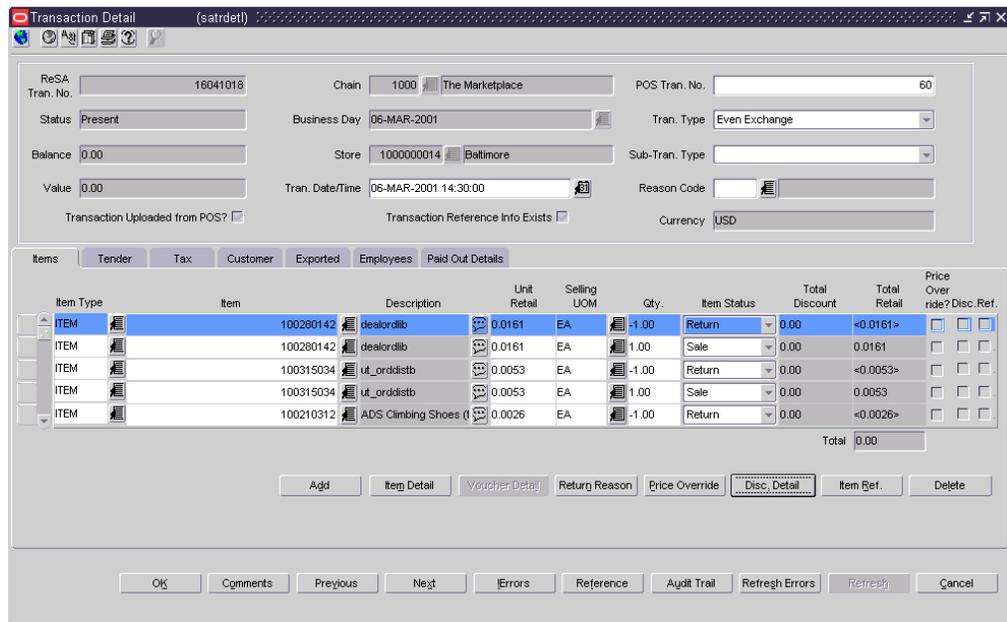
### Add an error code

**Navigate:** From the main menu, select Action > Sales Audit > Control > System > Error Code Maintenance > Edit. The Error Definition window opens.



**Error Definition Window**

1. Click **Add** to enable the apply area.
2. In the Error field, enter the error code ID.
3. Enter a description of the error, or click the comments  button and enter the description.
4. In the Rec Solution field, enter a recommended solution, or click the comments  button and enter a solution.
5. In the Form field, select the window name where the error may be fixed.
6. If you select the Transaction Detail window, in the Tab field, select the tab where the error may be fixed.



**Transaction Detail Window**

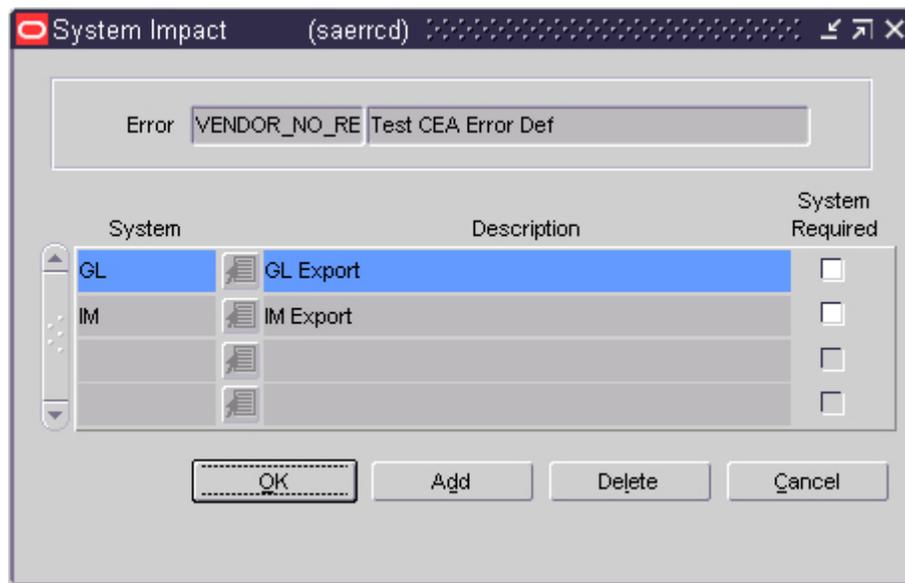
7. If a store employee can override the error, select the Store Override check box.
8. If a headquarters employee can override the error, select the HQ Override check box.
9. Click **Apply**. The new error code record is added to the table.
10. Add impacted systems as necessary.
11. Click **OK** to save your changes and close the windows.

## Add an impacted system

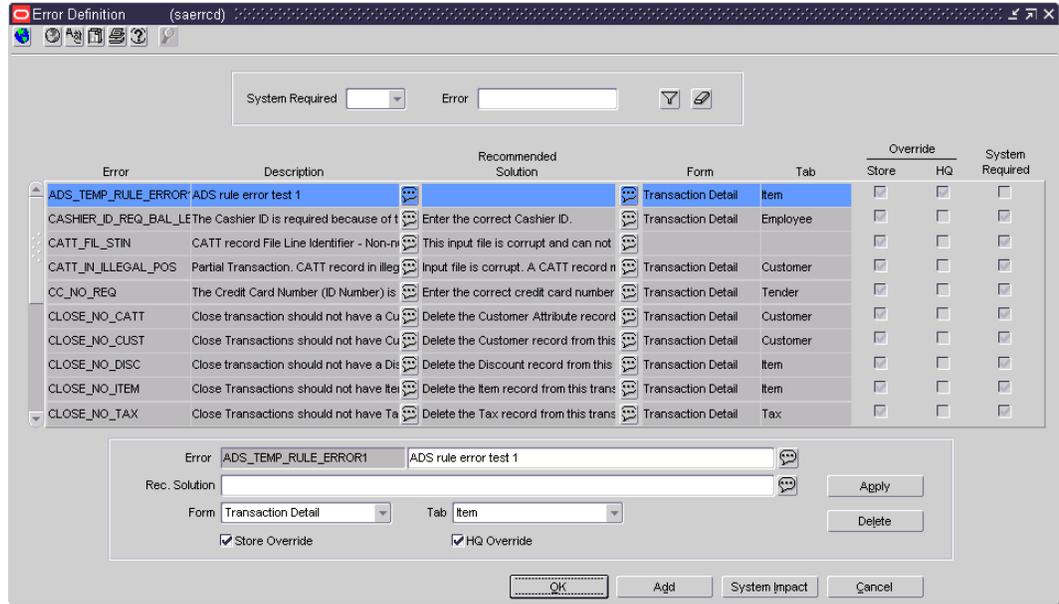
**Navigate:** From the main menu, select Action > Sales Audit > Control > System > Error Code Maintenance > Edit. The Error Definition window opens.

Select an error code from the table.

Click **System Impact**. The System Impact window opens.



**System Impact Window**



**Error Definition Window**

1. Click **Add**.
2. On the next available line, enter the system ID name, or click the LOV  button and select one from the list.
3. If the system is required, select the System Required check box.
4. Click **OK** to save your changes and close the window.

**Add escheatment details**

**Navigate:** From the main menu, select Action > Sales Audit > Control > System > System Options. The Sales Audit System Options window opens.

**System Validation Constraints**

Balancing Level: Register      Unit of Work: Transaction

Max No. Days Sales Audit Data Stored: 100

Max No. Days Post-Dated Trans. Allowed: 999

Credit Card Security Level: Blocked

Check for Credit Card Validation Required

Execute Automated Audit After Import

Store/Days Must be Worked in Order

Check for Duplicate and Missing Trans

Auto Validate Tran. Employee IDs

Tran No. appended with Workstation ID.

Max No. Days to Compare Duplicates: 2

Default Chain: 1000      The Marketplace

**Do you have Fuel Merchandise?**

Yes       No      Fuel Category: 1616      Ramez's Dept

**Compare Store Criteria**

Date to Determine Comp. Store Status: Store Open Date

No. Elapsed Days to Determine Comp. Status: 180

**Total View Option**

View System Calculated Total: ALL

**Escheatment Indicator**

Escheat to Governmental Authorities

**Retailer Details for Income Adjustment**

Partner Type: EC      Escheat - Country

Partner: AF      Афганистан

OK      Escheatment      Vouch. Opts.      ACH Info.      Cancel

### Sales Audit System Options Window

1. In the Escheatment Indicator area, select the Escheat to Governmental Authorities check box.
2. In the Retailer Details for Income Adjustment area:
  - a. In the Partner Type field, enter the ID of the partner type that escheats the money to the state or country, or click the LOV  button and select a partner.
  - b. In the Partner field, enter the ID of the partner, or click the LOV  button and select a partner.
  - c. Click **Escheatment**. The Escheatment window opens.

| Country | State | Partner Type | Partner ID | Iss. Cust. Esch.         | Recipient Esch.          | Store Esch.              | HQ Esch.                 |
|---------|-------|--------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|
|         |       |              |            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|         |       |              |            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|         |       |              |            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|         |       |              |            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|         |       |              |            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|         |       |              |            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|         |       |              |            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|         |       |              |            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Escheat to:  Country  State

Country   Partner Type

State   Partner Desc

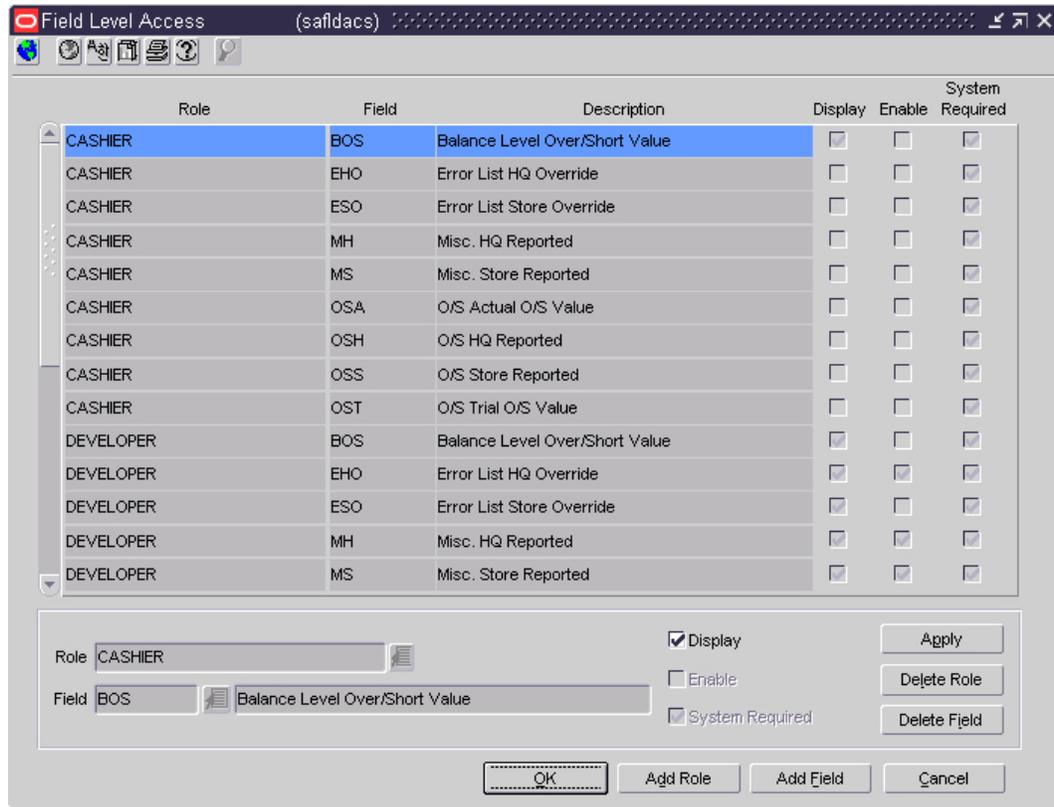
Iss. Cust. Esch.  Recipient Esch.  Store Esch.  HQ Esch.

### Escheatment Window

- d. Click **Add**. The apply area is enabled.
3. Select Country or State in the Escheat To field.
  - If you selected country, in the Country field, enter the country code, or click the LOV  buttons to select the country.
  - If you selected state, in the Country and State fields, enter the country and state codes, or click the LOV  buttons to select them.
4. Select the appropriate escheatment check boxes.
5. Click **OK** to save your changes and close the window.

### Add field level access by role

**Navigate:** From the main menu, select Action > Sales Audit > Control > System > Field Level Access > Edit. The Field Level Access window opens.



Field Level Access Window

### Add a role to the system

1. Click **Add Role** to enable the apply block.
2. In the Role field, enter a role ID, or click the LOV  button and select a role.
3. To display the role, select the Display check box.
4. To enable the role, select the Enable check box.
5. Click **Apply**.
6. Click **OK** to save your changes and close the window.

### Add a field to the role

1. Select the role from the table.
2. Click **Add Field**.
3. In the Field field, enter a field name, or click the LOV  button and select the field.
4. To display the field, select the Display check box.
5. To enable the field, select the Enable check box.
6. Click **Apply**.
7. Click **OK** to save your changes and close the window.

## Add reference codes

**Navigate:** From the main menu, select Action > Sales Audit > Control > System > Reference Maintenance > Edit. The Reference Maintenance window opens.

The screenshot shows the 'Reference Maintenance' window with the following table:

| Tran. Type             | Sub-Tran. Type | Reason Code | Ref. No. | Ref. Label Description |
|------------------------|----------------|-------------|----------|------------------------|
| Daily Store Conditions |                |             | 1        | Weather                |
| Daily Store Conditions |                |             | 2        | Temperature            |
| Daily Store Conditions |                |             | 3        | Traffic                |
| Daily Store Conditions |                |             | 4        | Construction           |
| Even Exchange          | Employee       |             | 3        | Employee No.           |
| Even Exchange          |                |             | 1        | Receipt Indicator      |
| Meter Reading for Fuel |                |             | 1        | Reading Type           |
| Meter Reading for Fuel |                |             | 5        | Open Meter Reading     |
| Meter Reading for Fuel |                |             | 6        | Close Meter Reading    |
| Meter Reading for Fuel |                |             | 7        | Open Meter Value       |
| Meter Reading for Fuel |                |             | 8        | Close Meter Value      |

Below the table are input fields for 'Tran. Type' (set to 'Daily Store Conditions'), 'Sub-Tran. Type', 'Reason Code', 'Ref. No.' (set to '1'), and 'Ref. Label' (set to 'W'). There is also a 'Weather' label with a LOV button. Buttons for 'Apply', 'Delete', 'OK', 'Add', and 'Cancel' are present at the bottom.

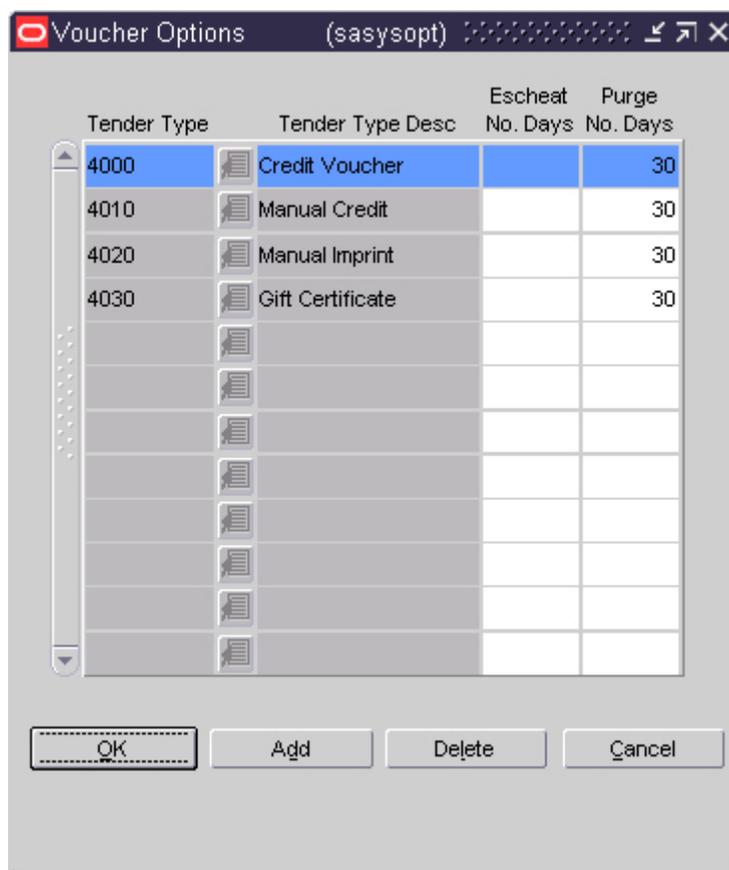
#### Reference Maintenance Window

1. Click **Add** to enable the apply area.
2. In the Type field, select a transaction type.
3. In the Sub-Tran Type field, select a sub-transaction type.
4. In the Reason Code field, select a reason code.
5. In the No field, select a reference number.
6. In the Ref Label field, enter a reference label, or click the LOV  button and select a reference label.
7. Click **Apply**. The reference information is added to the table.
8. Click **OK** to save your changes and close the window.

#### Add voucher options

**Navigate:** From the main menu, select Action > Sales Audit > Control > System > System Options. The Sales Audit System Options window opens.

Click **Vouch Opts**. The Voucher Options window opens.

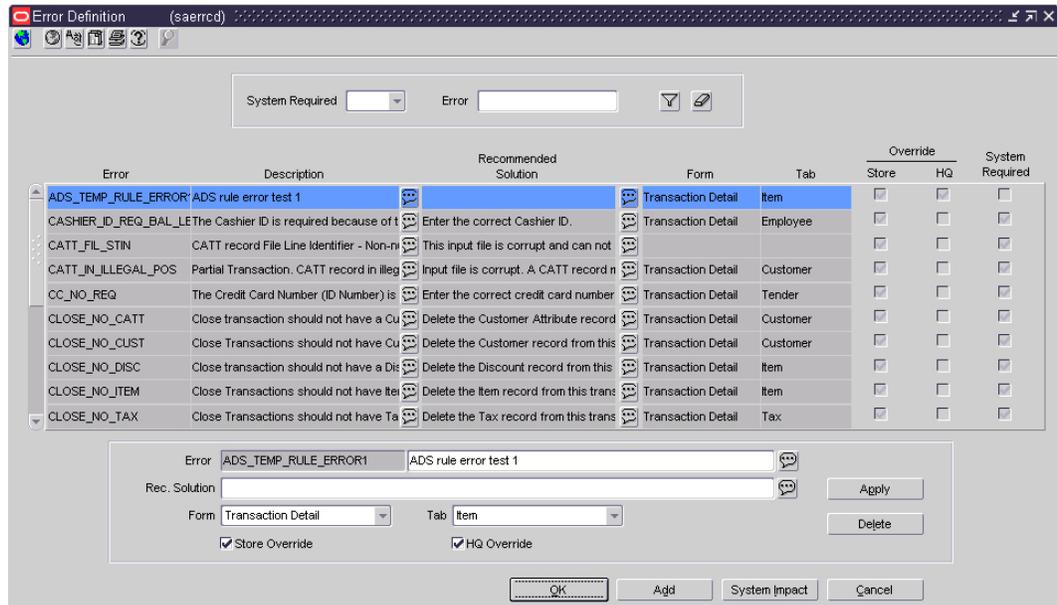


#### Voucher Options Window

1. Click **Add**.
2. On the highlighted line, enter the tender type ID number, or click the LOV  button and select the tender type.
3. In the Escheat No Days field, enter the desired number of escheatment days.
4. In the Purge No Days field, enter the number of days a voucher will be valid before it is purged from RMS.
5. Click **OK** to save your changes and close the window.

#### View error codes

**Navigate:** From the main menu, select Action > Sales Audit > Control > System > Error Code Maintenance > View. The Error Definition window opens.

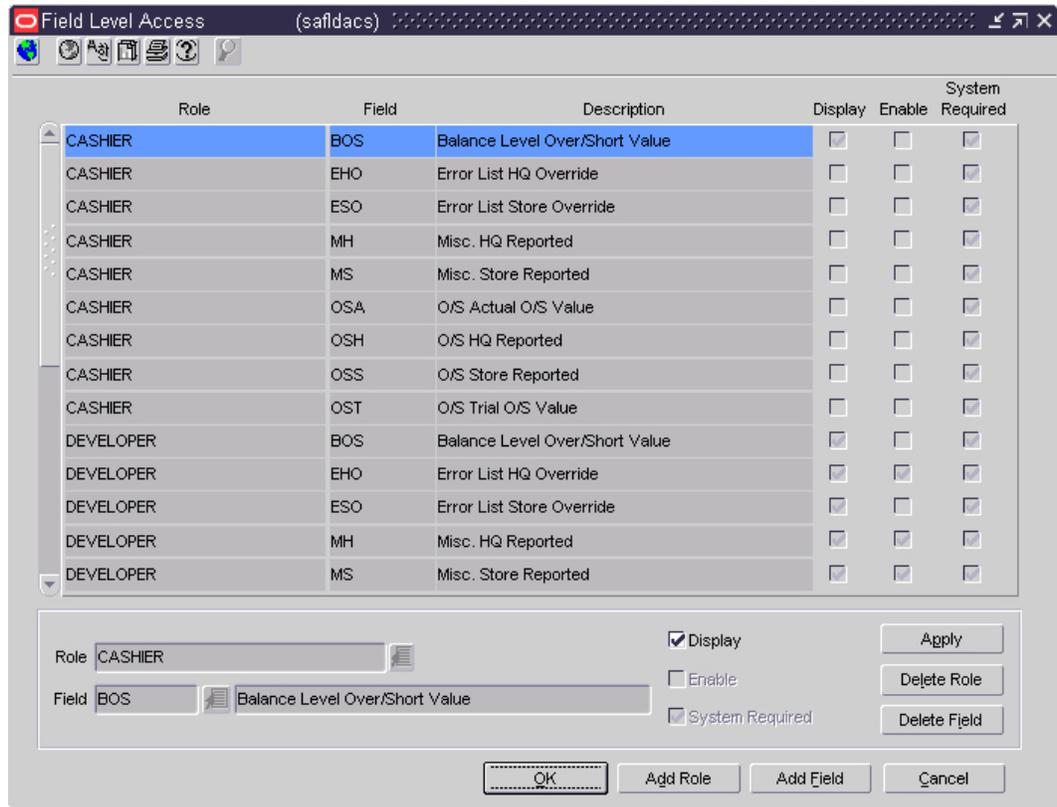


**Error Definition Window**

1. View the code and description for each error.
2. Click **OK** to close the window.

**View field level access by role**

**Navigate:** From the main menu, select Action > Sales Audit > Control > System > Field Level Access Maintenance > View. The Field Level Access window opens.

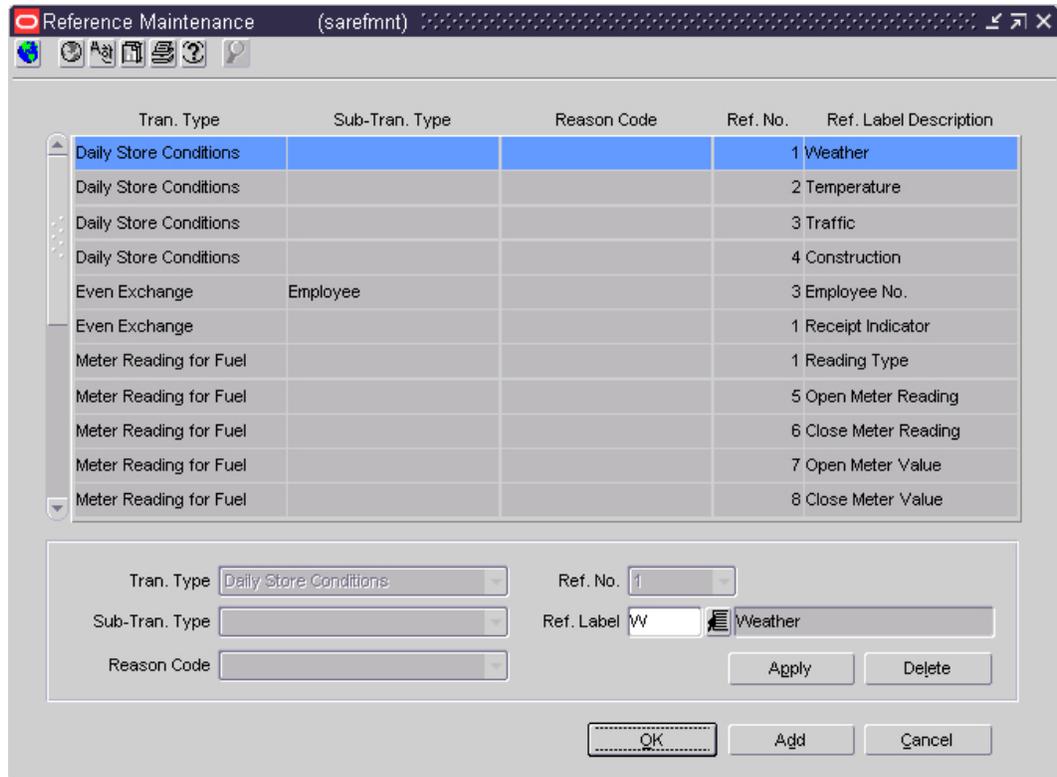


#### Field Level Access Window

1. Use the scroll bar to view all roles and fields available.
2. Click **OK** to close the window.

### View reference codes

**Navigate:** From the main menu, select Action > Sales Audit > Control > System > Reference Maintenance > View. The Reference Maintenance window opens.



#### Reference Maintenance Window

1. Use the scroll bar to view all the references for the transactions.
2. Click **OK** to close the window.

### View sales audit system options

**Navigate:** From the main menu, select Action > Sales Audit > Control > System > System Options. The Sales Audit System Options window opens.

**Sales Audit System Options** (sasysopt)

**System Validation Constraints**

Balancing Level: Register Unit of Work: Transaction

Max No. Days Sales Audit Data Stored: 100

Max No. Days Post-Dated Trans. Allowed: 999

Credit Card Security Level: Blocked

Check for Credit Card Validation Required

Execute Automated Audit After Import

Store/Days Must be Worked in Order

Check for Duplicate and Missing Trans

Auto Validate Tran. Employee IDs

Tran No. appended with Workstation ID.

Max No. Days to Compare Duplicates: 2

Default Chain: 1000 The Marketplace

**Do you have Fuel Merchandise?**

Yes  No Fuel Category: 1616 Ramez's Dept

**Compare Store Criteria**

Date to Determine Comp. Store Status: Store Open Date

No. Elapsed Days to Determine Comp. Status: 180

**Total View Option**

View System Calculated Total: ALL

**Escheatment Indicator**

Escheat to Governmental Authorities

**Retailer Details for Income Adjustment**

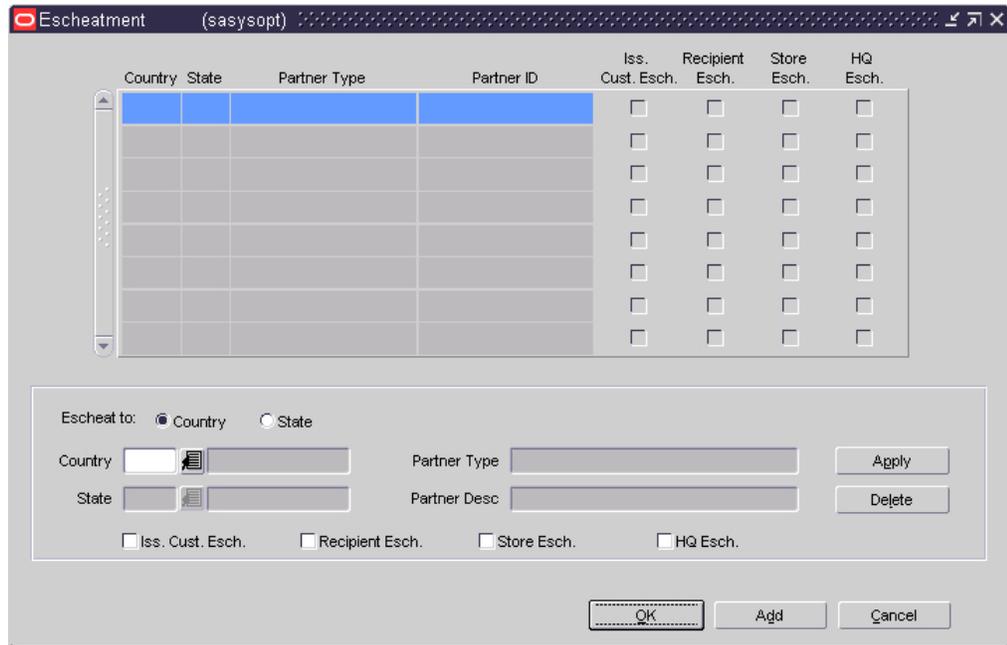
Partner Type: EC Escheat - Country

Partner: AF Афганистан

OK Escheatment Vouch. Opts. ACH Info. Cancel

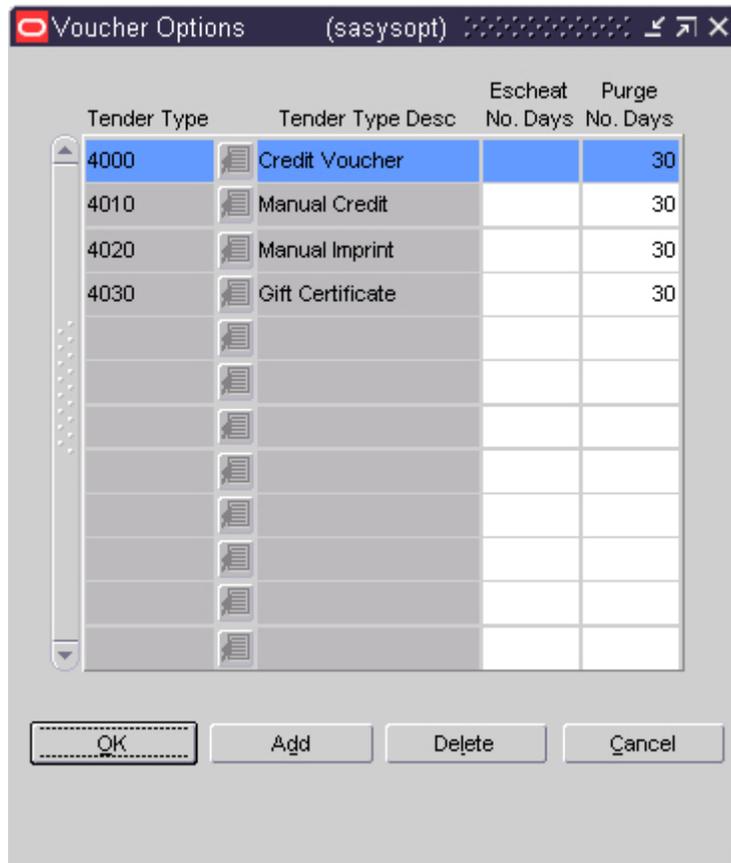
### Sales Audit System Options Window

1. You may view any of the additional options pertaining to system options:
2. To view the escheatment details, click **Escheatment**. The Escheatment window opens.



**Escheatment Window**

3. To view the voucher details, click **Vouch Opts**. The Voucher Options window opens.



**Voucher Options Window**

- To view automated clearinghouse information, click **ACH Info**. The Automated Clearing House Information window opens.

**Automated Clearing House Information Window**

- Click **OK** to close the window.

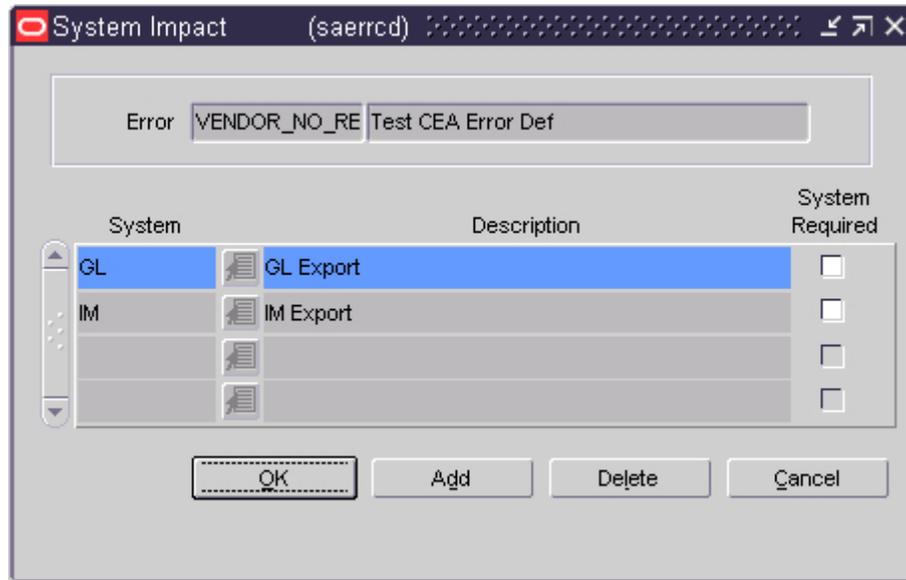
## View the impacted systems for an error code

**Navigate:** From the main menu, select Action > Sales Audit > Control > System > Error Code Maintenance > View. The Error Definition window opens.

| Error                 | Description                               | Recommended Solution                   | Form               | Tab      | Override                            |                                     | System Required          |
|-----------------------|---|--|--------------------|----------|-------------------------------------|-------------------------------------|--------------------------|
|                       |   |  |                    |          | Store                               | HQ                                  |                          |
| ADS_TEMP_RULE_ERROR1  | ADS rule error test 1                     |  | Transaction Detail | Item     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| CASHIER_ID_REQ_BAL_LE | The Cashier ID is required because of t   | Enter the correct Cashier ID.          | Transaction Detail | Employee | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| CATT_FL_STIN          | CATT record File Line Identifier - Non-r  | This input file is corrupt and can not |                    |          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| CATT_ILLEGAL_POS      | Partial Transaction. CATT record in illeg | Input file is corrupt. A CATT record n | Transaction Detail | Customer | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| CC_NO_REQ             | The Credit Card Number (ID Number) is     | Enter the correct credit card number   | Transaction Detail | Tender   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| CLOSE_NO_CATT         | Close transaction should not have a Cu    | Delete the Customer Attribute record   | Transaction Detail | Customer | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| CLOSE_NO_CUST         | Close Transactions should not have Cu     | Delete the Customer record from this   | Transaction Detail | Customer | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| CLOSE_NO_DISC         | Close transaction should not have a Dis   | Delete the Discount record from this   | Transaction Detail | Item     | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| CLOSE_NO_ITEM         | Close Transactions should not have Item   | Delete the Item record from this trans | Transaction Detail | Item     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| CLOSE_NO_TAX          | Close Transactions should not have Tax    | Delete the Tax record from this trans  | Transaction Detail | Tax      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |

**Error Definition Window**

- Select an error code from the table.
- Click the **System Impact** button. The System Impact window opens.



**System Impact Window**

---

**Note:** If an error has no system impact, a message opens which states that there is no system impact to view for this error.

---

3. Click OK to close the window.

## Sales Audit Maintenance

### Sales audit maintenance overview

The sales audit maintenance module allows you to define the following information for Sales Audit:

- **Employee information:** Identify who the user is and what permissions they have in Sales Audit.
- **Company closings:** Indicate when the company is closed and create exceptions at the store level to the closing.
- **General ledger account maintenance:** Create accounts to which ReSA will report the results of the store day.

### Business process

1. Add users to the system so that they may use ReSA. You may create two types of users store employees or headquarter (HQ) employees.
2. Indicate which dates the company is closed and why.
3. Select the stores that remain open when the company is closed and what functions for which the store is open.
4. Select the store and general ledger accounts associated with the store.
5. Define the levels that the accounts roll up to.

### Reports

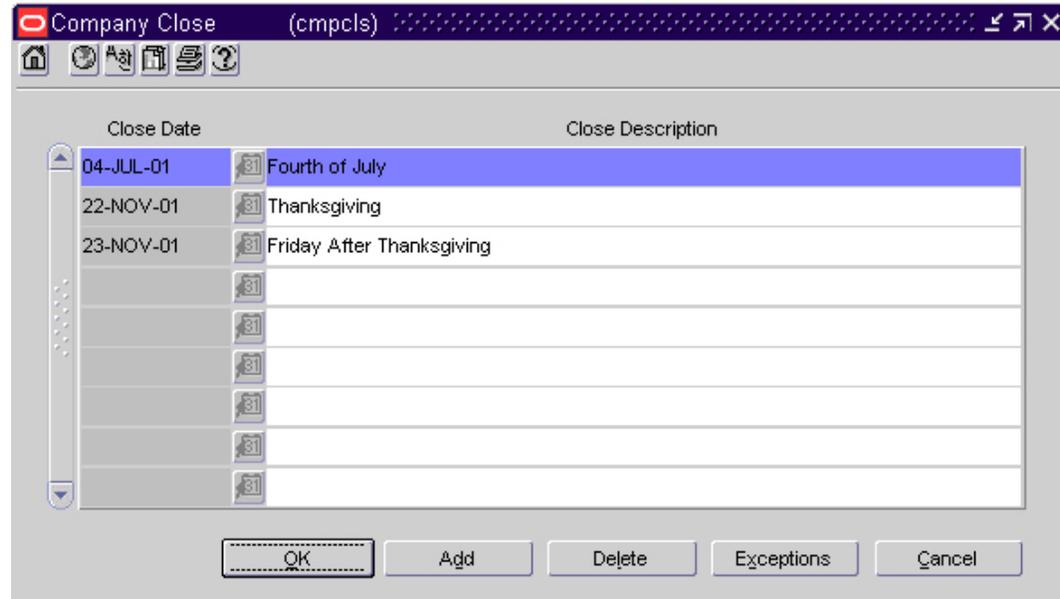
There are no reports pertaining sales audit maintenance.

## System administration

There are no system administration functions pertaining to system administration.

## Add a closing date for a company

**Navigate:** From the main menu, select Action > Sales Audit > Control > Setup > Company Closings > Edit. The Company Close window opens.



### Company Close Window

1. Click **Add**. A blank row is highlighted.
2. In the Close Date field, enter a date, or click the calendar  button and select a date.
3. In the Close Description field, enter a reason for the close.

### Add exceptions to a company close

1. Click **Exceptions**. The Location Exceptions window opens.

Location Exceptions (cmclexcp)

Close Date: 04-JUL-2001 Reason: Fourth of July

Group Type: [Dropdown] Location: [Text] [LOV]

Open For:  Receiving or  Shipping or  Sales [Search]

**Location Exceptions to Company Close**

| Location Type | Location   | Location Name       | Receiving                           | Shipping                            | Sales                    |
|---------------|------------|---------------------|-------------------------------------|-------------------------------------|--------------------------|
| Warehouse     | 88881      | As_Virtual          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Warehouse     | 1111111112 | Cent. Mktplace VWH  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 1111111113 | Cent. Web VWH       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 1111111114 | Cent. Catalog VWH   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 1111111115 | Cent. ValueMart VWH | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 1111111118 | Cent. Repl. VWH     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 2222222223 | W. ValueMart VWH    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 2222222224 | W. Web VWH          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 2222222225 | W. Catalog VWH      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Group Type: Warehouse Physical Warehouse: 8888 [LOV] As\_Warehouse

Open For:  Receiving and  Shipping and  Sales [Apply] [Delete]

[OK] [Add] [Refresh] [Cancel]

### Location Exceptions Window

2. Click **Add** to enable the apply area.
3. In the Group Type field, select the type of group for which you are creating exceptions.
4. In the Type field, enter the ID of the group for which you are creating exceptions, or click the LOV  button and select a group.
5. In the Open For area, select the types of activities the store is open for.
6. Click **Apply**. The information is added to the table.

### Complete the company closing

1. Click **OK** to save the changes and close the windows.
2. You are prompted to confirm the new closing date and warned of any impact this change will have.
3. Click **Yes** to save the new close date.

### Add a store employee record

**Navigate:** From the main menu, select Action > Sales Audit > Control > Setup > Employee Maintenance > New. The Employee Maintenance window opens.

The screenshot shows a window titled "Employee Maintenance (saempmnt)". The window contains the following fields and controls:

- Employee:** A text input field with a search icon to its right.
- Employee Type:** A dropdown menu.
- Manager, Cashier, Salesperson:** Three checkboxes.
- Name:** A text input field.
- Phone:** A text input field.
- E-mail:** A text input field with a speech bubble icon to its right.
- Oracle User-id:** A text input field.
- Buttons:** "Store Emp. Detail", "HQ Emp. Detail", "OK", "OK+Repeat", "Delete", and "Cancel".

#### Employee Maintenance Window

1. In the Employee field, enter the employee's ID number and press the Enter key.
2. In the Employee Type field, select Store.
3. Select the Manager check box, or the Cashier and/or Salesperson check boxes.
4. In the Name field, enter the employee's name.
5. Enter a phone number and email address.
6. In the Oracle User ID field, enter the Oracle user ID of the employee.
7. Click **Store Emp Detail**. The Store Employee Details window opens.

| Store      | Store Name | POS ID | Home Store               |
|------------|------------|--------|--------------------------|
| 1000000014 | Baltimore  | 12345  | <input type="checkbox"/> |
| 1000000024 | Denver     | 12345  | <input type="checkbox"/> |
|            |            |        | <input type="checkbox"/> |
|            |            |        | <input type="checkbox"/> |
|            |            |        | <input type="checkbox"/> |

#### Store Employee Details Window

- a. In the Store field, enter the store ID, or click the LOV  button and select the store.
  - b. In the POS ID field, enter the employee's point of sale ID.
  - c. Select the Home Store check box, to indicate the store is the employee's home store.
8. Click **OK** to save your changes and close the window.

### Add a headquarters employee record

**Navigate:** From the main menu, select Action > Sales Audit > Control > Setup > Employee Maintenance > New. The Employee Maintenance window opens.

The screenshot shows a window titled "Employee Maintenance (saempmnt)". The window contains the following fields and controls:

- Employee:** A text input field with a search icon to its right.
- Employee Type:** A dropdown menu with a downward arrow.
- Manager, Cashier, Salesperson:** Three checkboxes.
- Name:** A text input field.
- Phone:** A text input field.
- E-mail:** A text input field with a speech bubble icon to its right.
- Oracle User-id:** A text input field.
- Buttons:** "Store Emp. Detail", "HQ Emp. Detail", "OK", "OK+Repeat", "Delete", and "Cancel".

#### Employee Maintenance Window

1. In the Employee field, enter the employee's ID number or name and press the Enter key.
2. In the Employee Type field, select Headquarters.
3. In the Name field, enter the employee's name.
4. Enter a phone number and email address.
5. In the Oracle User ID field, enter the employee's user ID.
6. Click **HQ Emp Detail**. The HQ Employee Details window opens.

Employee: MANOHAR | Manohar A.P

| Location Trait | Description          |
|----------------|----------------------|
| 1              | ism Location Trait A |
|                |                      |
|                |                      |
|                |                      |
|                |                      |

Buttons: OK, Add, Delete, Cancel

#### HQ Employee Details Window

- a. In the Location Trait field, enter the location trait ID for the employee, or click the LOV  button and select the trait.
  - b. Click **Add** to assign additional location traits to this employee.
7. Click **OK** to save your changes and close the window.

### Search for a general ledger total

**Navigate:** From the main menu, select Action > Sales Audit > Control > Setup > GL Account Maintenance. The General Ledger Search Form window opens.

Action: [Dropdown]

Total: [Field]

Rollup Level 1: [Field]

Rollup Level 2: [Field]

Rollup Level 3: [Field]

Store: [Field]

Buttons: OK, Search, Back, Refresh, Close

#### General Ledger Search Form Window

1. In the Action menu, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The window displays the totals that match the search criteria in a table.

---

**Note:** To view the GL Account Maintenance window, select a total and click **OK**.

---

4. Click **OK** to close the window.

## View an employee record

**Navigate:** From the main menu, select Action > Sales Audit > Control > Setup > Employee Maintenance > View. The Employee Maintenance window opens.

### Employee Maintenance Window

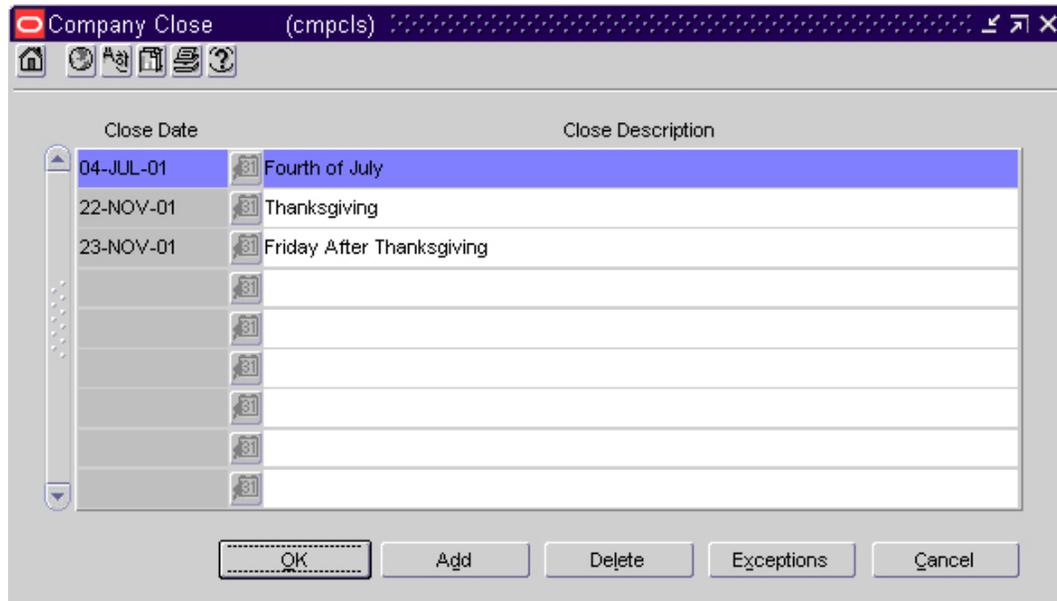
1. Click the Employee LOV  button and select the employee.
2. The selected employee information opens.

**Note:** Depending on the Employee Type, you can click either **Store Emp Detail**, or **HQ Emp Detail** to see the stores and location traits associated with the employee.

3. Click **OK** to close the window.

## View closing dates for a company

**Navigate:** From the main menu, select Action > Sales Audit > Control > Setup > Company Closings > View. The Company Close window opens.



#### Company Close Window

1. Click the scroll arrows to see all of the company closing dates.
2. Click **OK** to close the window.

#### View the location exceptions to a company closing

1. Select a close date. Click the **Exceptions** button. The Location Exceptions window opens.

Location Exceptions (cmclexcp)

Close Date: 04-JUL-2001 Reason: Fourth of July

Group Type: [Dropdown] Location: [Text Box]

Open For:  Receiving or  Shipping or  Sales [Search]

**Location Exceptions to Company Close**

| Location Type | Location   | Location Name       | Receiving                           | Shipping                            | Sales                    |
|---------------|------------|---------------------|-------------------------------------|-------------------------------------|--------------------------|
| Warehouse     | 88881      | As_Virtual          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Warehouse     | 1111111112 | Cent. Mktplace VWH  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 1111111113 | Cent. Web VWH       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 1111111114 | Cent. Catalog VWH   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 1111111115 | Cent. ValueMart VWH | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 1111111118 | Cent. Repl. VWH     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 2222222223 | W. ValueMart VWH    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 2222222224 | W. Web VWH          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Warehouse     | 2222222225 | W. Catalog VWH      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Group Type: Warehouse Physical Warehouse: 8888 Location Name: As\_Warehouse

Open For:  Receiving and  Shipping and  Sales [Apply] [Delete]

[OK] [Add] [Refresh] [Cancel]

### Location Exceptions Window

2. Click OK to close the window.

## View general ledger account totals

**Navigate:** From the main menu, select Action > Sales Audit > Control > Setup > GL Account Maintenance. The General Ledger Search Form window opens.

Search for and retrieve a general ledger total in View mode. The GL Account Maintenance window opens.

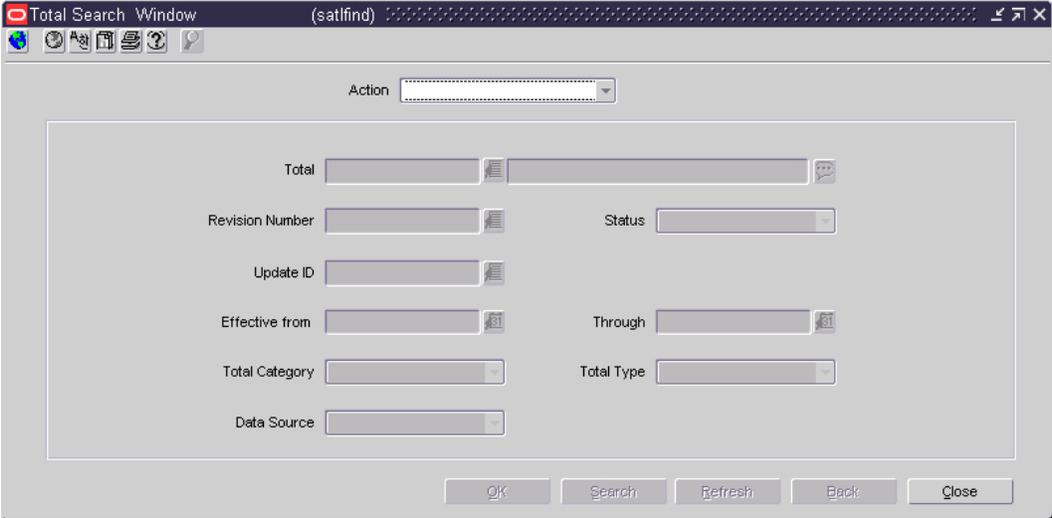
**GL Account Maintenance Window**

1. Select the desired total.
2. Click **OK**. The GL Account Maintenance window opens.
3. Click **OK** to close the window.

## Rule Wizards

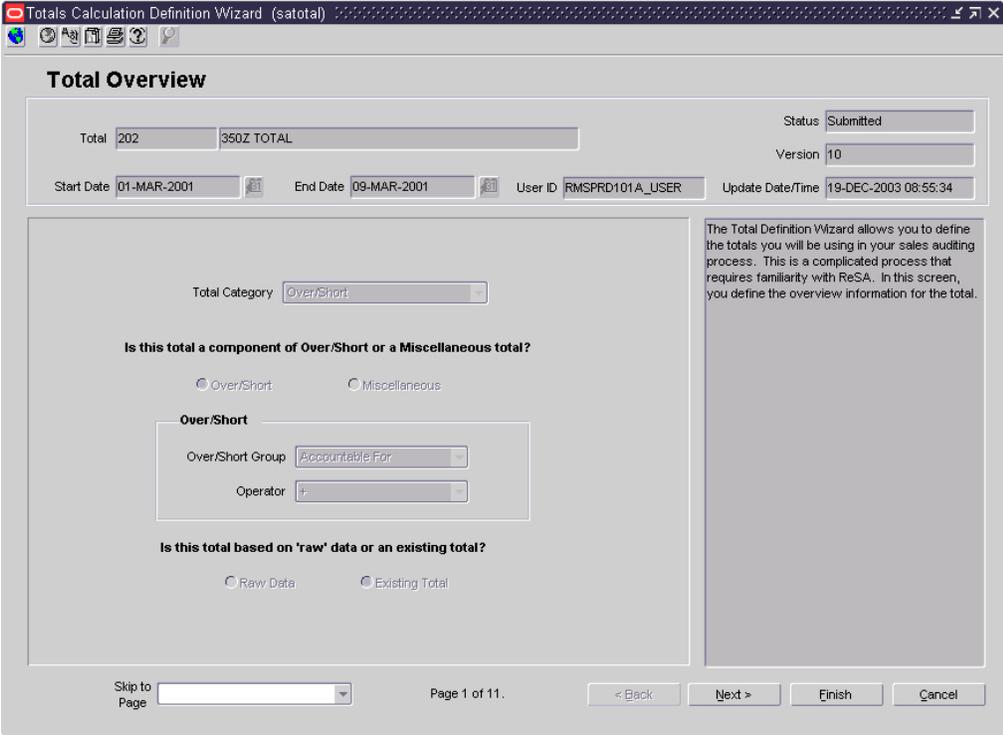
### Create a totals calculation definition

**Navigate:** From the main menu, select Action > Sales Audit > Control > Totals Definition Maintenance. The Total Search window opens.



**Total Search Window**

- 4. In the Action menu, select New.
- 5. Click OK. The Total Calculation Definition Wizard window opens.



**Total Calculation Definition Wizard Window**

**Define the totals calculation**

- 6. In the Total field, enter the ID and description of the total definition.
- 7. In the Start Date and End Date fields, enter the dates the total definition is effective, or click the calendar  button and select dates.

---

**Note:** If you leave the End Date field blank, the total is calculated indefinitely.

---

- Click **Next** to navigate through the wizard. Help for selected fields and buttons is displayed in the section on the right side of the screen.

**Note:** Select Raw Data or Existing Total on the Total Overview panel to indicate how the total will be defined. If you select Raw Data, you are creating a completely new rule. You need a thorough knowledge of the tables and columns in the database. If you select Existing Data, you are creating a sum of existing totals.

### Review the totals calculation

- If you need to make any changes to the definition, click **Back** to return to the appropriate area.
- Click **Finish**. The Totals Definition is saved.

### Submit a totals calculation definition for approval

**Navigate:** From the main menu, select Action > Sales Audit > Control > Totals Definition Maintenance. The Total Search window opens.

Search for and retrieve a totals definition in Edit mode. Restrict the search to total definitions in Worksheet status. The Total Calculation Definition Wizard window opens.

### Total Calculation Definition Wizard Window

- From the Options menu, select Status > Submit. You are prompted to confirm the submission.
- Click **Yes**. The status is changed to Submitted.
- Click **OK** to save your changes and close the window.

## Approve a totals calculation definition

**Navigate:** From the main menu, select Action > Sales Audit > Control > Totals Definition Maintenance. The Total Search window opens.

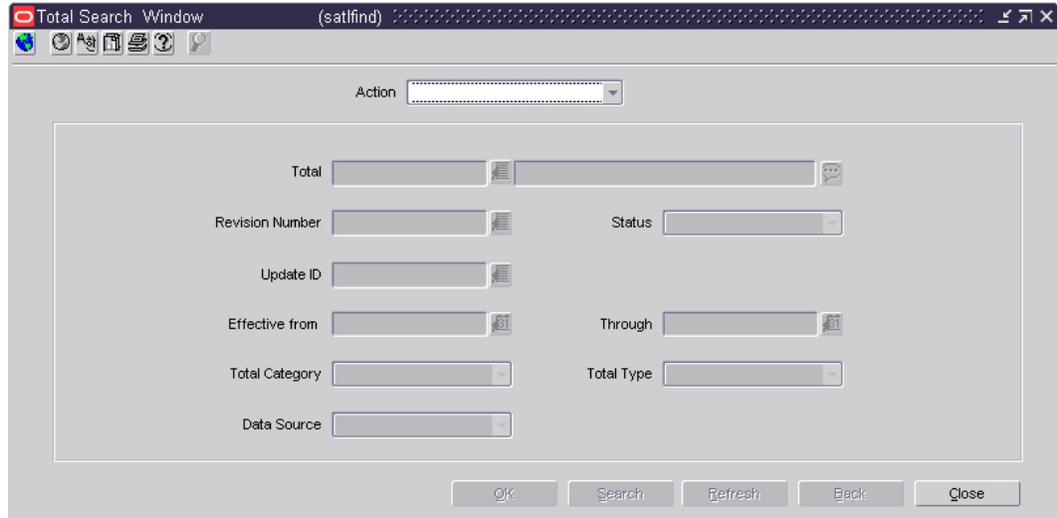
Search for and retrieve a totals definition in Edit mode. Restrict the search to total definitions in Submitted status. The Totals Calculation Definition Maintenance window opens.

### Totals Calculation Definition Maintenance Window

1. From the Options menu, select Status > Approve. You are prompted to confirm the approval.
2. Click **Yes**. The status is changed to Approved.
3. Click **OK** to save your changes and close the window.

## Search for a totals calculation definition

**Navigate:** From the main menu, select Action > Sales Audit > Control > Totals Definition Maintenance. The Total Search window opens.



### Total Search Window

1. In the Action menu, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The totals that match the search criteria appear.
4. Click **OK** to close the window.

## Enter total levels into a general ledger account

**Navigate:** From the main menu, select Action > Sales Audit > Control > Setup > GL Account Maintenance. The General Ledger Search Form window opens.

Search for and retrieve a general ledger total in New mode. The GL Account Maintenance window opens.

#### GL Account Maintenance Window

1. In the Total field, enter a total ID, or click the LOV  button and select a total.
2. In the Store field, enter a store ID, or click the LOV  button and select a store.
3. In the Roll-Up Level fields, enter rollup levels 1, 2 and 3.
4. In the Debit CCID field, enter a debit code, or click the LOV  button and select the code.
5. In the Credit CCID field, enter a credit code, or click the LOV  button and select the code.
6. Click **OK** to save your changes and close the window.

#### View location trait details for a totals definition

**Navigate:** From the main menu, select Action > Sales Audit > Control > Totals Definition Maintenance. The Total Search window opens.

Search for and retrieve the totals calculation definition in Edit mode. The Total Calculation Definition Wizard window opens.

**Total Calculation Definition Wizard Window**

1. Navigate to page 10 of the wizard.
2. Click **Location Trait Details**. The Location Trait Details window opens.

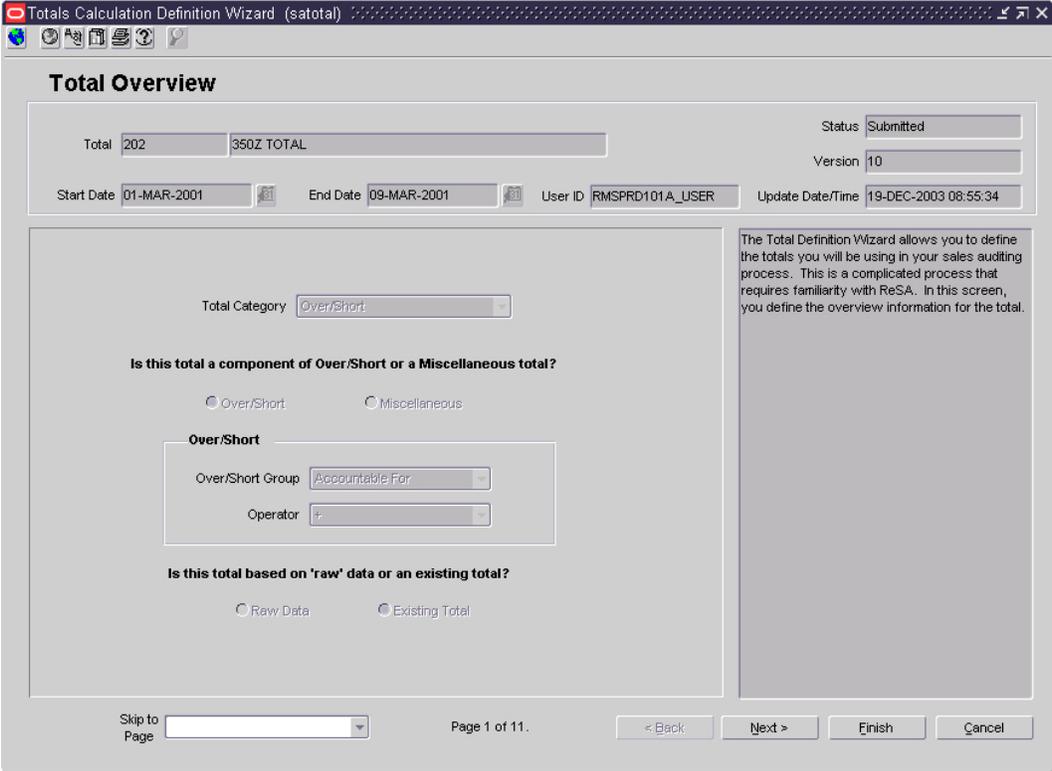
**Location Trait Details Window**

3. Click **OK** to close the window.

## View the display group details

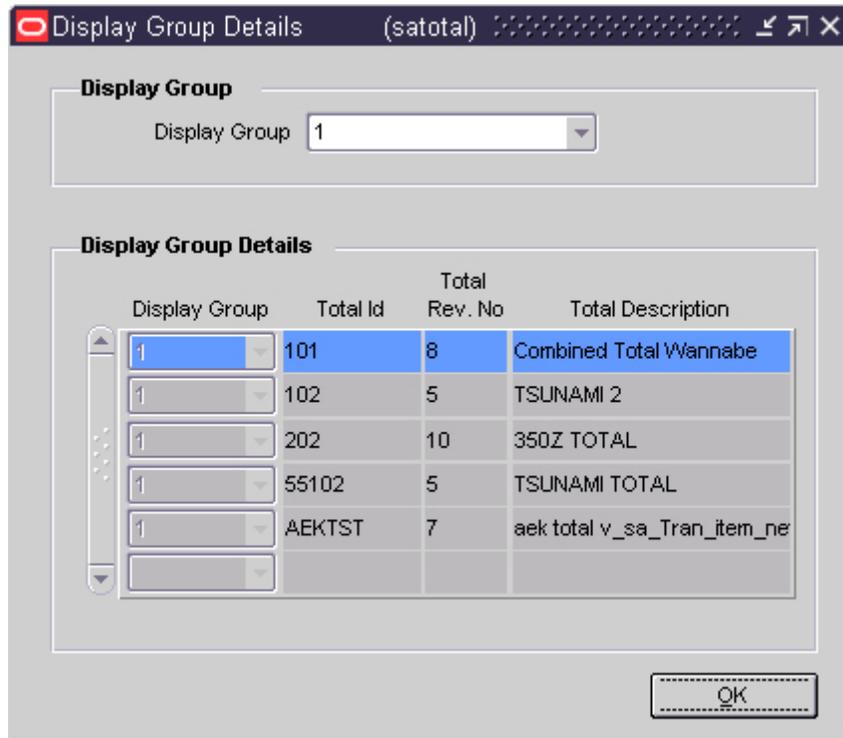
**Navigate:** From the main menu, select Action > Sales Audit > Control > Totals Definition Maintenance. The Total Search window opens.

Search for and retrieve a totals definition in View or Edit mode. The Total Calculation Definition Wizard window opens.



### Total Calculation Definition Wizard Window

1. Navigate to page 3 of the wizard.
2. Click **Display Group Details**. The Display Group Details window opens.

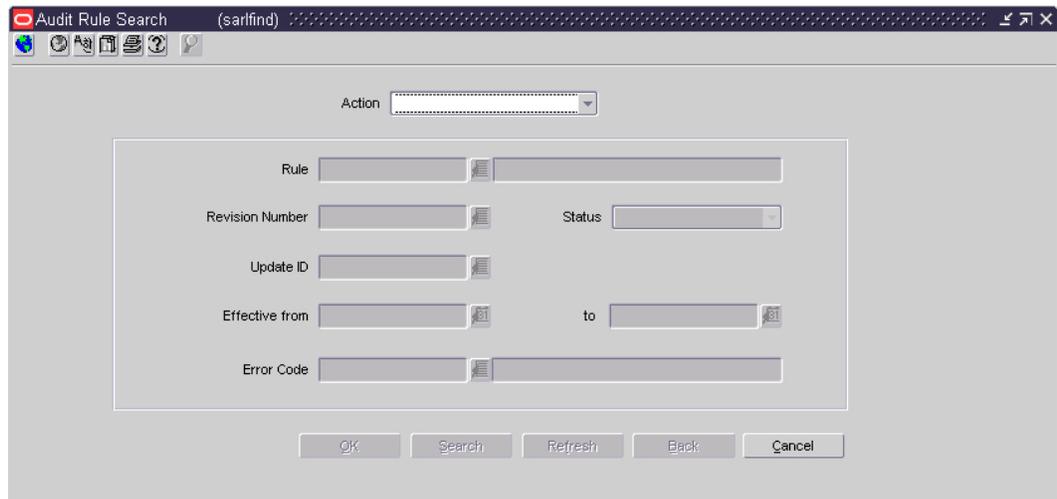


**Display Group Details Window**

3. Click **OK** to close the window.

## Create an audit rule calculation definition

**Navigate:** From the main menu, select Action > Sales Audit > Control > Audit Rule Maintenance. The Audit Rule Search window opens.



**Audit Rule Search Window**

1. From the Action menu, select New to set up a new audit rule definition in the wizard.
2. Click **OK**. The Rules Calculation Definition Wizard window opens.

**Rules Calculation Definition Wizard Window**

### Define the audit rules

1. In the Rule field, enter the ID and description of the total definition.
2. In the Start Date and End Date fields, enter the dates the total definition is effective, or click the calendar  button and select dates.

---

**Note:** If you leave the End Date field blank, the total is calculated indefinitely.

---

3. Click **Next** to navigate through the wizard. Help for selected fields and buttons is displayed in the section on the right side of the screen.

### Review the audit rules

1. If you need to make any changes to the definition, click **Back** to return to the appropriate area.
2. Click **Finish**. The Totals Definition is saved.

## Submit an audit rule calculation definition for approval

**Navigate:** From the main menu, select Action > Sales Audit > Control > Audit Rule Maintenance. The Audit Rule Search window opens.

Search for and retrieve an audit rule definition in Edit mode. Restrict the search to audit rule definitions in Worksheet status. The Rules Calculation Definition Wizard window opens.

**Rule Overview**

Rule: R55101 | TSUNAMI

Status: Worksheet

Version: 2

Start Date: 09-MAR-2001 | End Date: 31-MAR-2001 | Update ID: RMSPRD101A\_USER | Update Date/Time: 19-DEC-2003 09:03:31

**Should failing this rule stop all other rule processing for a store/day?**

Yes  No

Execute Order: 15 | Execute Details

**Will you use the wizard to create this rule?**

Yes  No

**Should this be evaluated at the store or system balancing level?**

Store  Register  Cashier

The Rule Definition Wizard allows you to define the rules you will be using in your sales auditing process. This is a complicated process that requires familiarity with ReSA. In this screen, you define the overview information for the rule.

Skip to Page: [ ] | Page 1 of 7 | < Back | Next > | Finish | Cancel

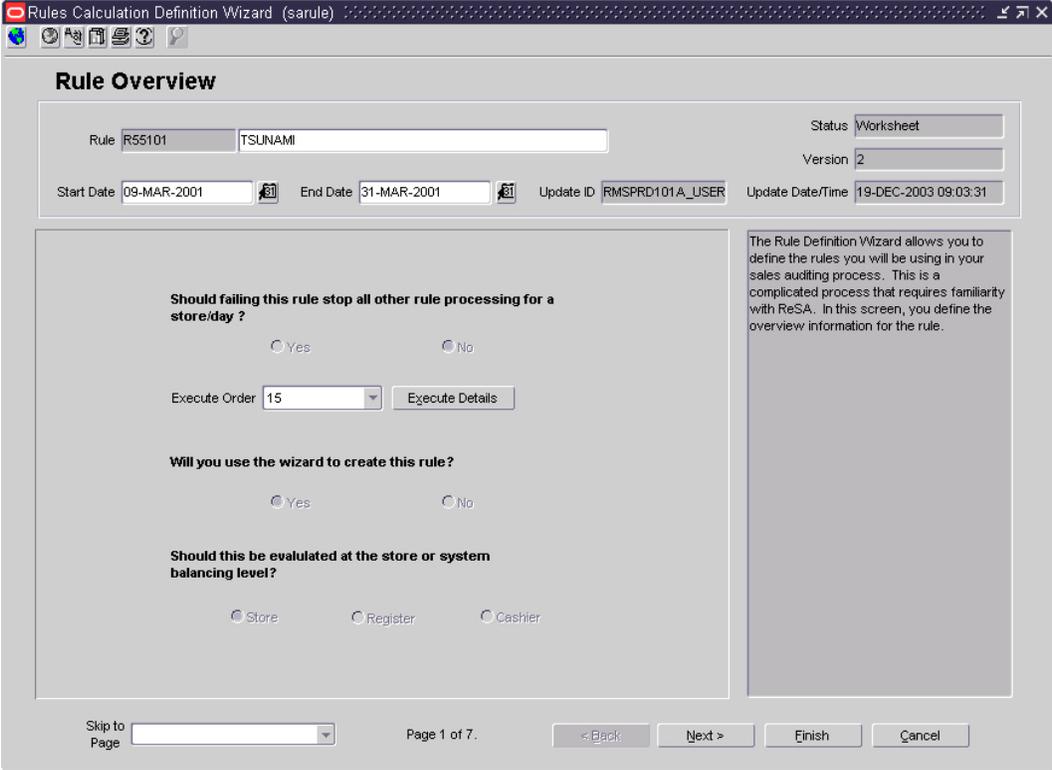
#### Rules Calculation Definition Wizard Window

1. From the Options menu, select Status > Submit . You are prompted to confirm the submission.
2. Click **Yes**. The status is changed to Submitted.
3. Click **OK** to save your changes and close the window.

## Approve an audit rule calculation definition

**Navigate:** From the main menu, select Action > Sales Audit > Control > Audit Rule Maintenance. The Audit Rule Search window opens.

Search for and retrieve an audit rule definition in Edit mode. Restrict the search to audit rule definitions in Submitted status. The Rules Calculation Definition Wizard window opens.

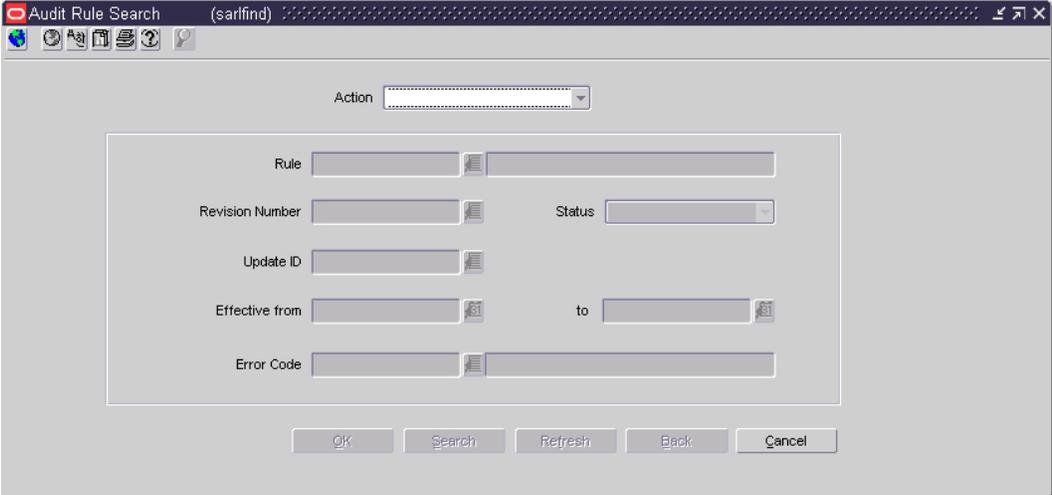


**Rules Calculation Definition Wizard Window**

1. From the Options menu, select Status > Approve. You are prompted to confirm the approval.
2. Click Yes. The status is changed to Approved.
3. Click OK to save your changes and close the window.

### Search for an audit rule

**Navigate:** From the main menu, select Action > Sales Audit > Control > Audit Rule Maintenance. The Audit Rule Search window opens.



**Audit Rule Search Window**

1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The Audit Rule Search window displays rules that match search criteria.
4. Select a task:
5. To perform another search, click **Refresh** or click **Back**.
6. To display the rule information, select a record and click **OK**. The Rules Calculation Definition Wizard window opens.

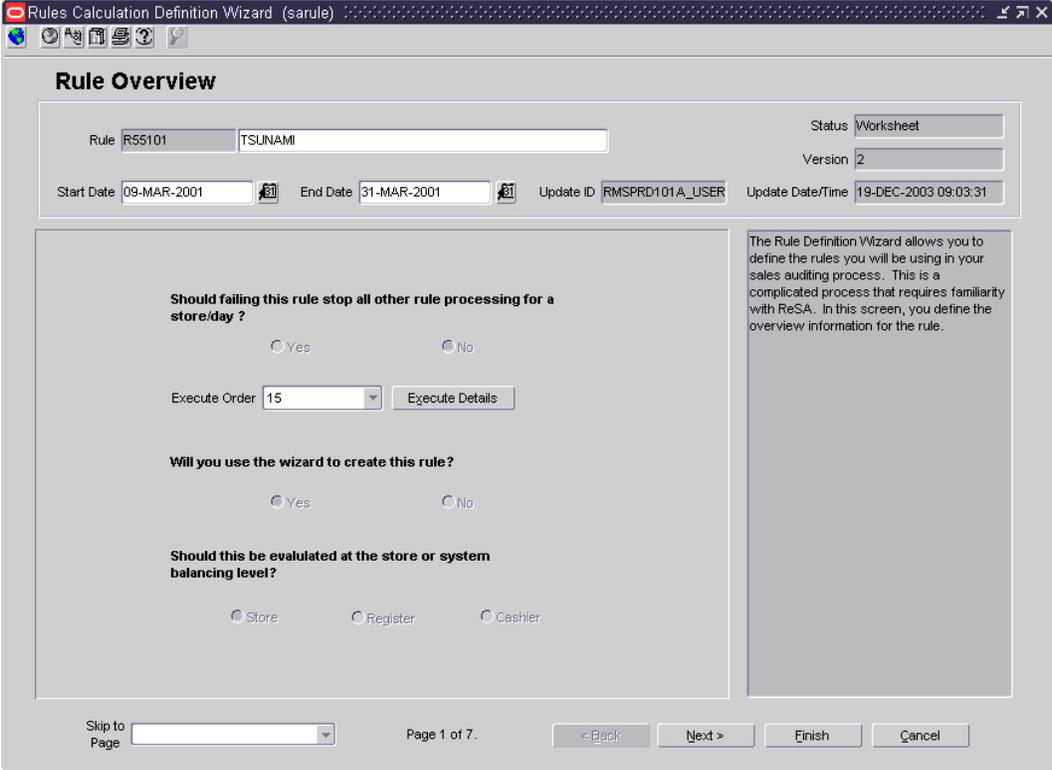
**Rules Calculation Definition Wizard Window**

7. Click **Cancel** to close the window.

## View the location trait details for an audit rule

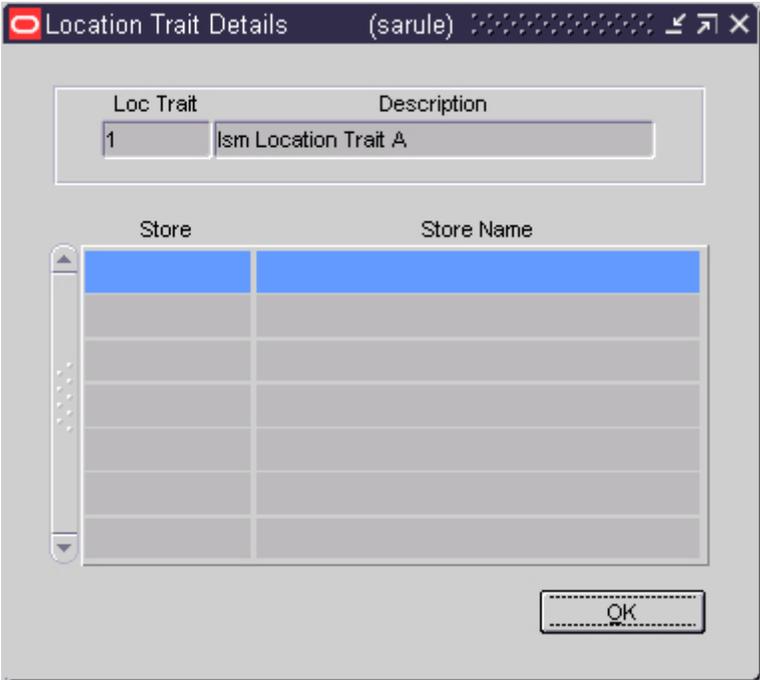
**Navigate:** From the main menu, select Action > Sales Audit > Control > Audit Rule Maintenance. The Audit Rule Search window opens.

Search for and retrieve the rules definition in View or Edit mode. The Rules Calculation Definition Wizard window opens.



Rules Calculation Definition Wizard Window

- 1. Navigate to page 7 of the wizard.
- 2. Click **Location Trait Details**. The Location Trait Details window opens.



Location Trait Details Window

- 3. Click **OK** to close the window.

## View the execute group details

**Navigate:** From the main menu, select Action > Sales Audit > Control > Audit Rule Maintenance. The Audit Rule Search window opens.

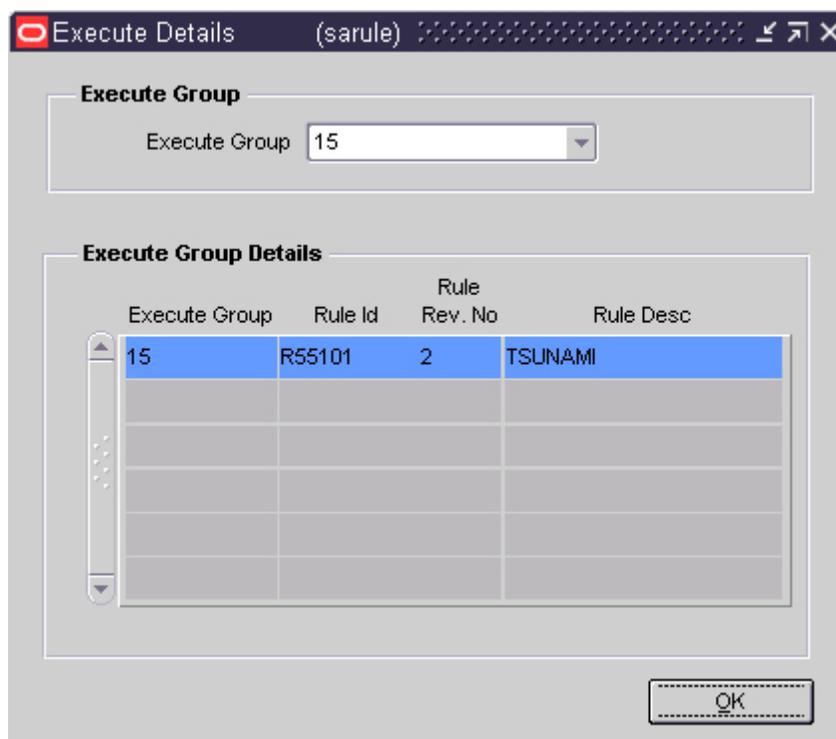
Search for and retrieve the rules definition in View mode. The Rules Calculation Definition Wizard window opens.

The screenshot shows the 'Rules Calculation Definition Wizard' window with the following details:

- Rule Overview**
  - Rule: R55101 | TSUNAMI
  - Status: Worksheet
  - Version: 2
  - Start Date: 09-MAR-2001 | End Date: 31-MAR-2001 | Update ID: RMSPRD101A\_USER | Update Date/Time: 19-DEC-2003 09:03:31
- Should failing this rule stop all other rule processing for a store/day ?**
  - Yes
  - No
- Execute Order**: 15 (dropdown menu) |
- Will you use the wizard to create this rule?**
  - Yes
  - No
- Should this be evaluated at the store or system balancing level?**
  - Store
  - Register
  - Cashier
- Right Panel:** The Rule Definition Wizard allows you to define the rules you will be using in your sales auditing process. This is a complicated process that requires familiarity with ReSA. In this screen, you define the overview information for the rule.
- Bottom:** Skip to Page: [dropdown] | Page 1 of 7. |  |  |  |

### Rules Calculation Definition Wizard Window

1. On page 1 of the wizard, click **Execute Details**. The Execute Details window opens.



Execute Details Window

2. Click OK to close the window.

## Store/day Close Audit

### Store day close audit overview

The store / day close audit module allows you access to all the stores that you must audit. The information opens at the store day level.

#### Business process

You can access the following windows, which allow you to audit the results of the sales audit processing.

- **Cashier Summary window:** Indicates which cashier processed a transaction, how many transactions were processed, the number of errors per cashier, and the amount the cashier was over or short by.
- **Error List window:** Displays all errors that ReSA has associated with the store / day.
- **Over / Short window:** Displays the stores that are bringing in more or less money than reported. This audit can be used to monitor theft, fraud or poor management in a store.

#### Reports

There are no reports pertaining to store / day close audits.

#### System Administration

There are no system administration functions pertaining to store / day close audits.

## Search for a store/day

**Navigate:** From the main menu, select Action > Sales Audit > Store Close/Audit. The Store Day Find window opens.

### Store Day Find Window

1. In the Action field, select either Edit or View.
2. The stores associated with your user ID appear.
3. To search for other locations, click **Refresh**.
4. Enter additional criteria as desired to make the search more restrictive.
5. Click **Search**. A list of selected stores opens by business date.
6. Click **Close** to close the window.

## Create store/day reports

**Navigate:** From the main menu, select Action > Sales Audit > Store/Close Audit. The Store Day Find window opens.

Search for and retrieve a store in Edit mode. Select a store/day.

From the Options menu, select Store Day Summary. The Store Day Summary window opens.

### Create a Flash Totals report

1. From the Options menu, select Reports > Flash Totals Report.
2. The Report Parameters web page opens.
3. In the Destination Type field, select where you want the finished report to be sent. Select Cache to view the report online.

4. If you are prompted for parameters to further define the report, enter the data in the appropriate fields.
5. Click **Submit Query**. The report is generated and sent to the destination that you selected.

### Create a Flash Sales Prior Year Comparison report

1. From the Options menu, select Reports > Flash Sales Prior Year Comparison Report.
2. The Report Parameters web page opens.
3. In the Destination Type field, select where you want the finished report to be sent. Select Cache to view the report online.
4. If you are prompted for parameters to further define the report, enter the data in the appropriate fields.
5. Click **Submit Query**. The report is generated and sent to the destination that you selected.

## Maintain a store/day

**Navigate:** From the main menu, select Action > Sales Audit > Store/Close Audit. The Store Day Find window opens.

Search for and retrieve a store in Edit mode. Select a store/day.

From the Options menu, select Store Day Summary. The Store Day Summary window opens.

### Delete a store day

1. From the Options menu, select Delete Store Day.
2. You are prompted to confirm the deletion. Click **Yes**.

### Change the data status

1. From the Options menu, select Manually Update Data Status > Set Partially Loaded. You may begin updating information related to the store/day.

OR

From the Options menu, select Manually Update Data Status > Set Fully Loaded. No additional transactions may be imported for the store/day.

2. You are prompted to approve the change in data status. Click **Yes**.
3. Click **OK** to close the window.

### Change the audit status

1. To reset the audit status, from the Options menu, select Reset Audit Status.
2. To audit the store day, click **Total/Audit**.

### Close a store day

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**Note:** All outstanding store/day issues must be resolved before you can close the store.

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3. Click **Close/Store**. You are prompted to confirm the close.

4. Click **Yes**.

## Maintain the balancing level

**Navigate:** From the main menu, select Action > Sales Audit > Store/Close Audit. The Store Day Find window opens.

Search for and retrieve a store in Edit mode. Select a store/day.

From the Options List, select Cashier/Register Summary. The Balancing Level Summary window opens.

### Change the balancing level query

1. From the Options menu, select Status.
2. Select the method by which you would like to search for the balancing level.
3. The balancing levels are recalculated and displayed on the table.

### Search for balancing levels by a cashier/register ID

1. In the Cashier/Register field, enter a full or partial ID.
2. Click the filter  button. Matching results appear in the table.
3. Click **OK** to close the window.

## Maintain the error list

**Navigate:** From the main menu, select Action > Sales Audit > Store/Close Audit. The Store Day Find window opens.

Search for and retrieve a store in Edit mode. Select a store/day that contains errors.

From the Options menu, select Error List. The Error List window opens.

1. Select the error from the list.
2. Select Store Override or HQ Override check box to override the error. The definition of each error indicates whether it can be overridden at the store level or at the headquarter level.

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**Note:** The check box that is enabled will depend on your employee setup.

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### Fix an error

1. Select an error from the list.
2. Click **Fix Error**. The Transaction Detail window opens.
3. Correct the error.
4. Click **OK** to save your changes and close the window.

### Change the error list query

1. From the Options menu, select Status.
2. Select the method by which you would like to search for the errors.
3. The errors are requeried and displayed on the table.

## View additional store/day summary information

**Navigate:** From the main menu, select Action > Sales Audit > Store/Close Audit. The Store Day Find window opens.

Search for and retrieve a store. Select a store/day.

From the Options menu, select Store Day Summary. The Store Day Summary window opens.

### View missing transactions

1. From the Options menu, select Missing Transactions. The Missing Transactions Summary window opens.
2. Click **OK** to close the window.

### View the import/export log

1. From the Options menu, select Import/Export Log. The Store Day Import and Export Log window opens.
2. Click on the Import Log tab. The Import Log opens.
3. Click on the Export Log tab. The Export Log opens.
4. Click **OK** to close the window.

## View additional miscellaneous totals information

**Navigate:** From the main menu, select Action > Sales Audit > Store/Close Audit. The Store Day Find window opens.

Search for and retrieve a store/day in View mode.

From the Options menu, select Store Day Summary, Cashier/Register Summary, or Error List.

From the Options menu, select Miscellaneous Totals. The Miscellaneous Totals window opens.

### View totals export information

1. From the Options menu, select Exports. The Totals Export window appears.
2. Click **OK** to close the window.

### View the combined totals detail

1. Select a record.
2. Click **Comb Total Detail**. The Combined Total Detail window opens.
3. Click **OK** to close the window.

### View audit trail information

1. From the Options menu, select Audit Trail. The Sales Audit Totals Audit Trail window appears.
2. Click **OK** to close the window.

## View additional over/short totals information

**Navigate:** From the main menu, select Action > Sales Audit > Store/Close Audit. The Store Day Find window opens.

Search for and retrieve a store/day in View mode.

From the Options menu, select Store Day Summary, Cashier/Register Summary, or Error List.

From the Options menu, select Over/Short Totals. The Over/Short window opens.

### View totals export information

1. From the Options menu, select Exports.
  - **Select Accounted For:** The Totals Export window appears.
  - **Select Accountable For:** The Totals Export window appears.
2. Click **OK** to close the window.

### View audit trail information

1. From the Options menu, select Audit Trail.
  - **Select Accounted For:** The Sales Audit Totals Audit Trail window appears.
  - **Select Accountable For:** The Sales Audit Totals Audit Trail window appears.
2. Click **OK** to close the window.

### View the details of the totals

1. Select a record.
2. Click **Details**. The Combined Total Detail window opens.
3. Click **OK** to close the window.

## Audit Trail

### Audit trail overview

The Audit Trail module allows you to view changes made to the store/day and gives you an overview of item and tender transactions that occurred for a store/day.

Audit trails allow you to view the revisions made to a transaction or a total. Summaries allow you to view the transactions that occurred on a store/day.

### Business process

After modifying the information for a store/day, you may view the information through audit trails or summaries. After you view the summaries, you may return to the Transaction Maintenance area to update any outstanding issues you may have found while reviewing the store/day.

### Reports

There are no reports directly associated with transaction audit trail or sales audit totals functionality in Sales Audit.

## System administration

There are no system administrative functions directly related to transaction audit trail or sales audit totals functionality in Sales Audit.

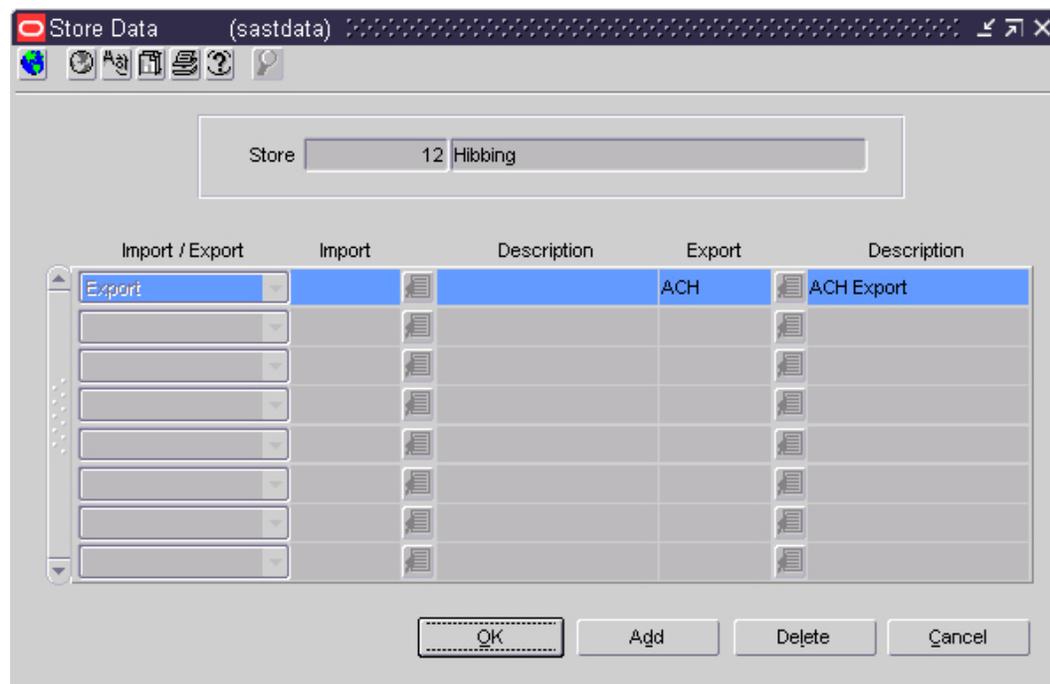
### Maintain an import/export data file for a store

**Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organizational Hierarchy main window opens.

Select Store on the tree structure. The stores appear in the table.

Select a store and click **Edit**. The Store Maintenance window opens.

From the Options menu, select Store Data. The Store Data window opens.



Store Data Window

### Add an import/export data file for a store

1. Click **Add**.
2. From the Import/Export field, select either Import or Export.
  - **If you selected Import:** In the Import field, enter an import ID, or click the LOV  button and select an import.
  - **If you selected Export:** In the Export field, enter an export ID, or click the LOV  button and select an export.
3. Click **OK** to save your changes and close the window.

### Delete an import/export data file for a store

1. Select the data to be deleted.
2. Click **Delete**. You are prompted to delete the record.

3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

### Search for a totals audit trail

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Audit Trail > Totals Audit Trail. The Totals Audit Trail Find window opens.

#### Totals Audit Trail Find Window

1. In the Chain field, enter the chain number, or click the LOV  button and select a chain.

**Note:** If a default chain was specified in the System Options window, a default chain will be displayed in the Chain field.

2. Enter additional criteria to make the search more restrictive.
3. Click **Search**. The Totals Audit Trail Find window opens.
4. Select a total.
5. Click **OK** to close the window.

**Note:** You can also access the Sales Audit Totals Audit Trail window via the Options menu on the Over/Short and Miscellaneous Totals window.

### Search for a transaction audit trail

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Audit Trail > Transaction Audit Trail. The Transaction Audit Trail Find window opens.

### Transaction Audit Trail Find Window

1. In the Chain field, enter the ID of the chain, or click the LOV  button and select the chain.

**Note:** If a default chain was specified in the System Options window, a default chain will be displayed in the Chain field.

2. Enter additional search criteria as desired to make the search more restrictive.
3. Click **Search**. The Transaction Audit Trail Find window displays the transaction records that match the search criteria in a table.

**Note:** You can sort the transactions by transaction number or by transaction date and time by clicking the sort buttons.

4. Select a transaction.
5. Click **OK** to close the window.

### Search for an item summary

**Navigate:** From the RMS main menu, select Action > Sales Audit > Additional Operations > Summary > Item Summary > Edit. The Sales Audit Item Summary window opens.

**Sales Audit Item Summary Window**

1. In the Business Day field, enter a business day, or click the calendar  button and select the date.
2. In the Store field, enter a store number, or click the LOV  button and select a store.
3. In the Item Type field, select an item type.
4. In the Item field, enter an item number or click the LOV  button and select the item.
5. Click **Search**. The table displays the items that match the search criteria.
6. Click **OK** to save your changes and close the window.

**Search for tender summary information**

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations >Summary > Tender Summary. The Tender Summary window opens.

### Tender Summary Window

1. In the Chain field, enter a valid chain ID, or click the LOV  and select a chain.
2. In the Store field, enter a valid store ID, or click the LOV  and select a store.
3. In the Business Day field, enter a valid business day, or click the calendar  button and select a business day.
4. To narrow your search, enter or select values in additional search fields.
5. Click **Search**. The data matching your search criteria opens.
6. To view details on any row, select the row and click **Tran Detail**.
7. Click **OK** to close the window.

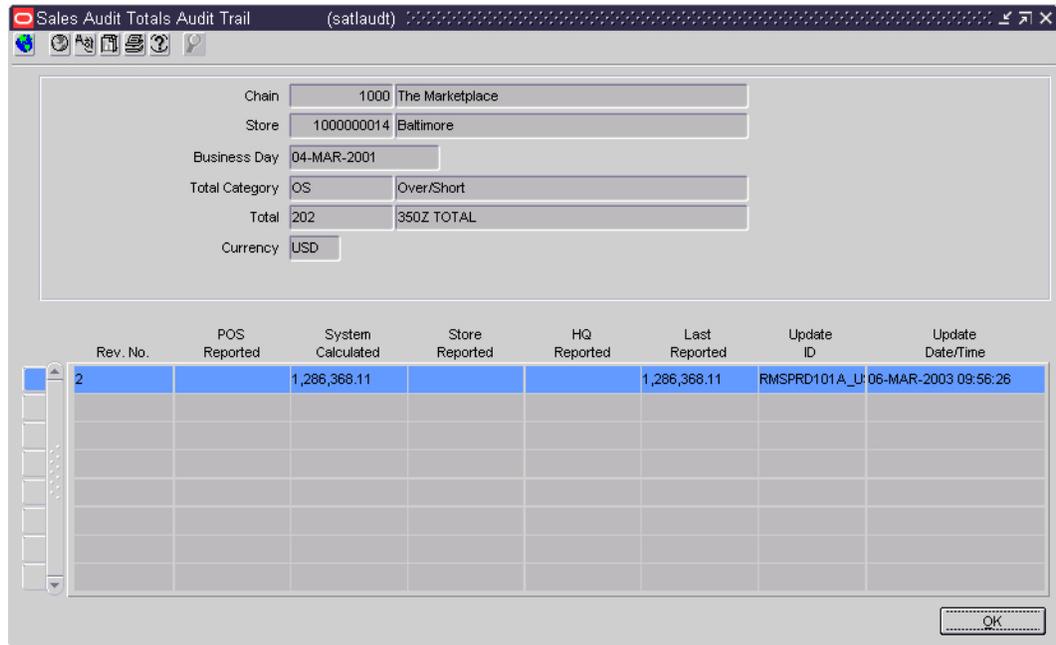
### View the exported revisions

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Audit Trail > Totals Audit Trail.

Search for and retrieve a totals audit trail. The Totals Audit Trail Find window opens.

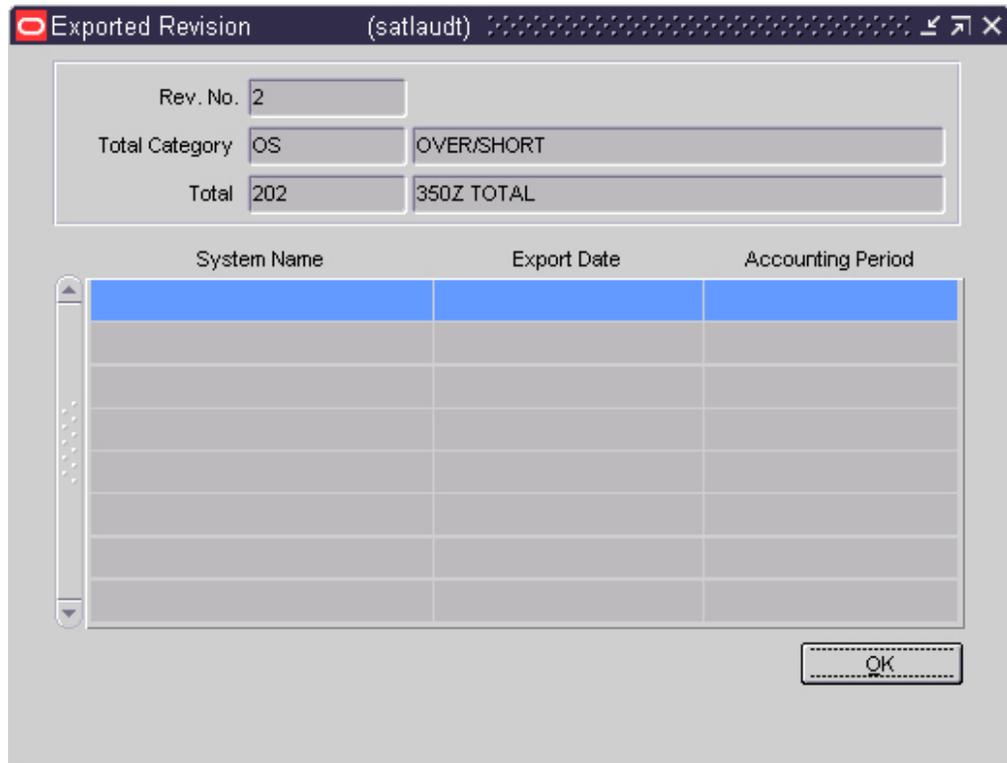
Select a total from the table.

Click **OK**. The Sales Audit Totals Audit Trail window opens.



**Sales Audit Totals Audit Trail Window**

1. Select a total revision.
2. From the Options menu, select Exported Revision. The Exported Revision window opens.



**Exported Revision Window**

3. Click **OK** to close the windows.

## View the total value revision errors

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Audit Trail > Total Audit Trail.

Search for and retrieve a totals audit trail. The Totals Audit Trail Find window opens.

Select a total from the table. Click **OK**. The Sales Audit Totals Audit Trail window opens.

| Rev. No. | POS Reported | System Calculated | Store Reported | HQ Reported | Last Reported | Update ID    | Update Date/Time     |
|----------|--------------|-------------------|----------------|-------------|---------------|--------------|----------------------|
| 2        |              | 1,286,368.11      |                |             | 1,286,368.11  | RMSPRD101A_U | 06-MAR-2003 09:56:26 |
|          |              |                   |                |             |               |              |                      |
|          |              |                   |                |             |               |              |                      |
|          |              |                   |                |             |               |              |                      |
|          |              |                   |                |             |               |              |                      |
|          |              |                   |                |             |               |              |                      |
|          |              |                   |                |             |               |              |                      |
|          |              |                   |                |             |               |              |                      |

### Sales Audit Totals Audit Trail Window

1. Select a revision that contains errors.
2. Click the red exclamation point. The Total Value Revision Errors window opens.
3. Click **OK** to close the windows.

## View the transaction audit trail

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Audit Trail > Transaction Audit Trail.

Search for and retrieve a transaction audit trail. The Transaction Audit Trail Find window opens.

**Transaction Audit Trail Find Window**

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**Note:** You can view the default, saved, custom, or reference information for the revisions. Select the appropriate command from the View menu.

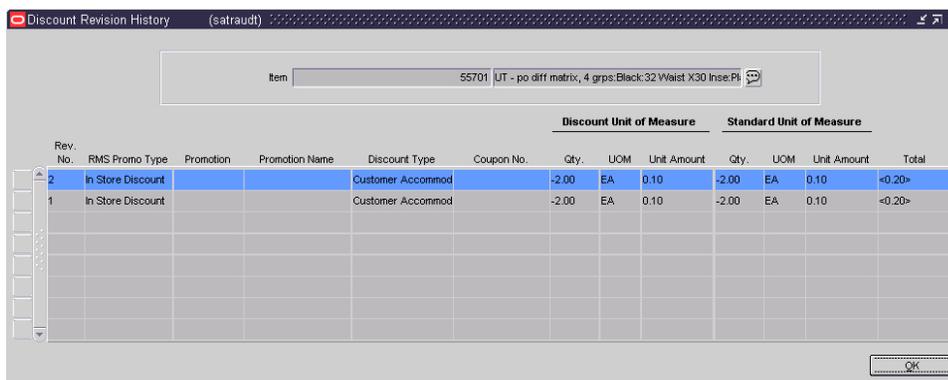
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1. Select a total from the table.
2. To view the details of a revised transaction:
  - a. Select the revision record.
  - b. Click **Revision Details**. The details appear on the tabs.
    - Click on the Items tab for item details.
    - Click on the Tender tab for tender details.
    - Click on the Tax tab for tax details.
    - Click on the Export tab for export details.
    - Click on the Employees tab for employee details.
    - Click on the Paid Out Details tab for details about vendor payments.
3. To view all revisions at a level of detail:
  - **Item level:** On the Items tab, select an item and click **Item Rev's**. The Item Revision window opens.



**Item Revision Window**

- **Discount level:** On the Items tab, select an item and click **Disc Detail**. On the Item Discount window, click **Discount Rev**. The Discount Revisions window opens.



**Discount Revisions Window**



**Item Discount Window**

- **Tender level:** On the Tender tab, select a tender and click **Tender Rev**. The Tender Revisions window opens.

| Rev. No. | Tender      | Tender Type ID | Description | ID Number  | Amount   |
|----------|-------------|----------------|-------------|------------|----------|
| 1        | Credit Card | 3050 WEX       |             | *****00104 | 1,668.34 |

**Tender Revisions Window**

- **Tax level:** On the Tax tab, select a tax and click **Tax Rev.** The Tax Revisions window opens.

| Rev. No. | Tax       | Amount |
|----------|-----------|--------|
| 1        | State Tax | 151.67 |

**Tax Revisions Window**

- **Export level:** On the Export tab, click **Export Rev.** The Export Revision History window opens.

| Rev. No. | System Name | Date/Time            |
|----------|-------------|----------------------|
| 1        | RMS Export  | 03-JUN-2002 11:52:47 |

**Export Revision History Window**

4. Click **OK** to close the window.

## Transaction Maintenance

### Transaction maintenance overview

The transaction maintenance module allows you to investigate and correct errors in the POS transactions. You can review the transactions that were flagged by the Automated Audit process.

The corporate auditor must review any errors that were not correctable and were overridden by the store. The auditor can choose to correct or override each error. For errors that are overridden, Sales Audit will set the Store/Day Audit status to Audited. The Store/Day Audit is then available for export to external systems.

Transactions may have many types of errors, which are reviewed and corrected manually. In addition, it is also possible to review and edit the data from missing transactions or transactions that have passed the Automated Audit. Invalid or missing transactions may be deleted from the system. Corrected transactions are exported to external systems by a batch program.

### Business process

You can use interactive audit to:

- Correct transaction errors and edit data of individual transactions.
- Investigate and correct missing transactions by store or balancing level.
- Delete transactions that meet certain criteria.

The usual process flow for auditing is as follows:

1. At the end of the day, transactions are transmitted from the store to the head office.
2. The transmitted transactions are loaded to the database, totaled, audited, and then reviewed.
3. Any errors that are generated as part of the validation process must be either corrected or overridden by both the store employee performing the review and by a corporate auditor.
4. Reviewed data can only be viewed by the corporate auditor, until it is closed.
5. When the store employee has completed the correction process, the store/day status to Closed.
6. Once the store/day status has been changed to Closed, the data is editable by the corporate auditor, but only viewable by the store employee.
7. The data is exported.

### Reports

- **Sales Audit Voucher Details:** Displays voucher information for given business day and voucher type (credit voucher, manual credit, manual imprint, gift certificate).
- **Sales Audit Flash Sales:** Displays Flash sales information.
- **Sales Audit Credit Card Summary:** Displays credit card transaction information for given card type and business day. Store and date range are optional parameters that can limit the query further.
- **Sales Audit Flash Totals:** Overview of the sales totals for a given business day, at the store level.

## System administration

There are no system administration functions specifically related to interactive auditing.

## Search for a sales audit transaction

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Transaction Maintenance. The Transaction Find window opens.

### Transaction Find Window

1. In the Action field, select View, Edit, or Post Void.
2. Enter additional search criteria as desired to make the search more restrictive.
3. Click **Search**. The transactions that match the search criteria appear.
4. Select a task:
5. To perform another search, click **Refresh**.
6. To view or edit transaction details, select a record and click **OK**. The Transaction Detail window opens.
7. Click **Close** to close the window.

## Create a sales audit transaction

**Navigate:** From the RMS main menu select Action > Sales Audit > Additional Operation > Transaction Maintenance. The Transaction Find window opens.

### Transaction Find Window

1. Select Action > New.
2. Click OK. The Transaction Detail window opens.

| Item Type | Item      | Description          | Unit Retail | Selling UOM | Qty.  | Item Status | Total Discount | Total Retail | Price Override? Disc. Ref. |
|-----------|-----------|----------------------|-------------|-------------|-------|-------------|----------------|--------------|----------------------------|
| ITEM      | 100280142 | dealordlib           | 0.0161      | EA          | -1.00 | Return      | 0.00           | <-0.0161>    | <input type="checkbox"/>   |
| ITEM      | 100280142 | dealordlib           | 0.0161      | EA          | 1.00  | Sale        | 0.00           | 0.0161       | <input type="checkbox"/>   |
| ITEM      | 100315034 | ut_orddistb          | 0.0053      | EA          | -1.00 | Return      | 0.00           | <-0.0053>    | <input type="checkbox"/>   |
| ITEM      | 100315034 | ut_orddistb          | 0.0053      | EA          | 1.00  | Sale        | 0.00           | 0.0053       | <input type="checkbox"/>   |
| ITEM      | 100210312 | ADS Climbing Shoes ( | 0.0026      | EA          | -1.00 | Return      | 0.00           | <-0.0026>    | <input type="checkbox"/>   |

### Transaction Detail Window

3. In the Chain field, enter a chain number, or click the LOV  button and select a chain.
4. In the Business Day field, enter a date, or click the calendar  button and select a date.
5. In the Tran Date/Time field, enter the date and time the transaction occurred.
6. In the POS Tran Number field, enter the point of sale ID where the transaction occurred.
7. In the Tran Type field, enter the type of transaction you are creating.

**Note:** Depending on the type of transaction you select, additional fields may be enabled. Enter the appropriate information in the enabled fields.

8. Add any of the following details to the transaction as needed:
  - Add items to a transaction
  - Add a discount to the item on a transaction
  - Add tender records to a transaction
  - Add tax information to a transaction
  - Add customer information to a transaction
  - Edit employee information on a transaction
  - Add paid out details to a transaction
9. Click **OK** to save your changes and close the window.

## Add additional information to an item on a transaction

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Transaction Maintenance. The Transaction Find window is displayed.

Search for and retrieve a transaction in Edit mode. The Transaction Detail window opens.

The screenshot shows the 'Transaction Detail' window with the following fields:

- ReSA Tran. No.: 16041018
- Chain: 1000 The Marketplace
- POS Tran. No.: 60
- Status: Present
- Business Day: 06-MAR-2001
- Tran. Type: Even Exchange
- Balance: 0.00
- Store: 1000000014 Baltimore
- Sub-Tran. Type:
- Value: 0.00
- Tran. Date/Time: 06-MAR-2001 14:30:00
- Reason Code:
- Transaction Uploaded from POS?:
- Transaction Reference Info Exists:
- Currency: USD

The 'Items' tab is selected, showing a table with the following data:

| Item Type | Item      | Description           | Unit Retail | Selling UOM | Qty.  | Item Status | Total Discount | Total Retail | Price Override? Disc. Ref.   |
|-----------|-----------|-----------------------|-------------|-------------|-------|-------------|----------------|--------------|--|
| ITEM      | 100280142 | dealordlib            | 0.0161      | EA          | -1.00 | Return      | 0.00           | <0.0161>     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100280142 | dealordlib            | 0.0161      | EA          | 1.00  | Sale        | 0.00           | 0.0161       | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100315034 | ut_orddistb           | 0.0053      | EA          | -1.00 | Return      | 0.00           | <0.0053>     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100315034 | ut_orddistb           | 0.0053      | EA          | 1.00  | Sale        | 0.00           | 0.0053       | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100210312 | ADS Climbing Shoes (1 | 0.0026      | EA          | -1.00 | Return      | 0.00           | <0.0026>     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
|           |           |                       |             |             |       |             | Total          | 0.00         |  |

Buttons at the bottom of the window include: Add, Item Detail, Voucher Detail, Return Reason, Price Override, Disc. Detail, Item Ref., Delete, OK, Comments, Previous, Next, Errors, Reference, Audit Trail, Refresh Errors, Refresh, and Cancel.

### Transaction Detail Window

1. On the Transaction Detail window, click on the Items tab.
2. Select an item on the table

### Add item details

1. Click **Item Detail**. The Item Detail window opens.

#### Item Detail Window

2. Select or clear the Swiped or Scanned at POS? check box.
3. Select or clear the Taxable at this Location? check box.
4. Click **OK** to save your changes and close the window.

#### Add reference information for an item

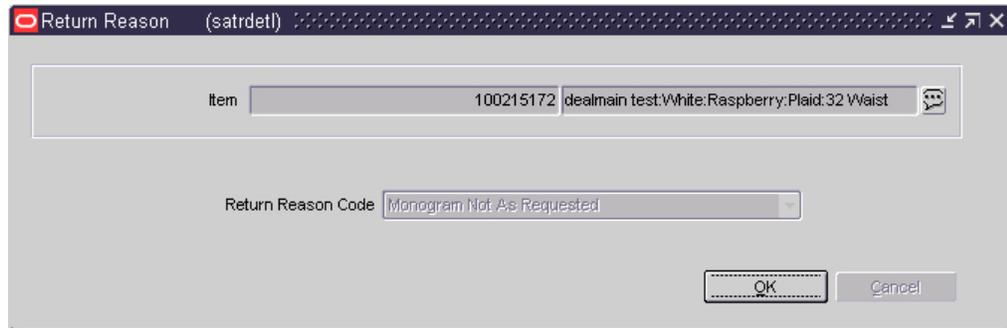
1. Click **Item Ref.** The Item Reference window opens.

#### Item Reference Window

2. Enter references in the Reference fields as necessary.
3. Click **OK** to save your changes and close the window.

#### Add a return reason to an item

1. Click **Return Reason.** The Return Reason window opens.



The screenshot shows the 'Return Reason' window with the following details:

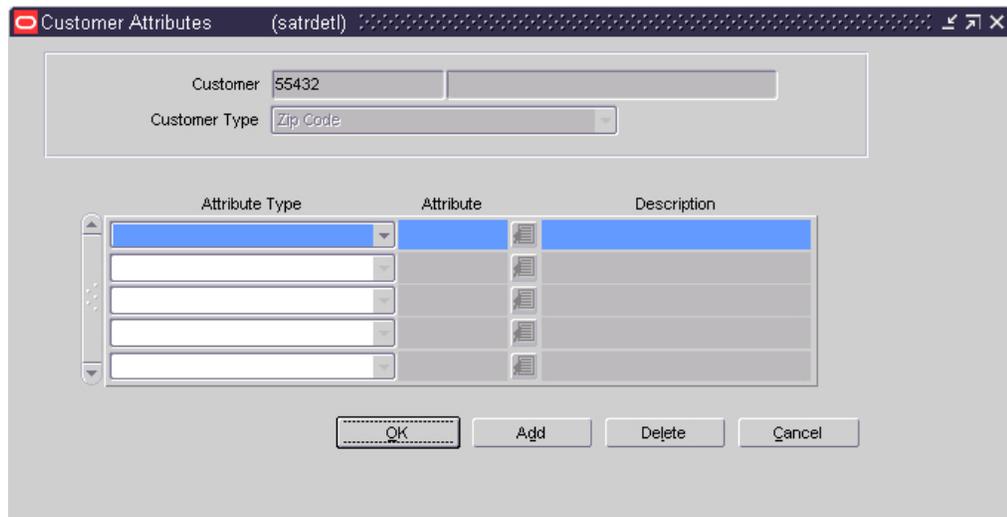
- Item: 100215172 dealmain test:White:Raspberry:Plaid:32 Waist
- Return Reason Code: Monogram Not As Requested
- Buttons: OK, Cancel

#### Return Reason Window

2. In the Return Reason Code field, select the return reason code.
3. Click **OK** to save your changes and close the window.

#### Add customer order information to an item

1. Click **Cust Ord Attr**. The Customer Order Attributes window opens.



The screenshot shows the 'Customer Attributes' window with the following details:

- Customer: 55432
- Customer Type: Zip Code
- Table with columns: Attribute Type, Attribute, Description
- Buttons: OK, Add, Delete, Cancel

| Attribute Type | Attribute | Description |
|----------------|-----------|-------------|
|                |           |             |
|                |           |             |
|                |           |             |
|                |           |             |

#### Customer Order Attributes Window

**Note:** This button is available only if the item is Direct Ship or the sale was from the warehouse to the consumer.

2. Update the fields as necessary.
3. Click **OK** to save your changes and close the window.

#### Add customer information to a transaction

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Transaction Maintenance. The Transaction Find window is displayed.

Search for and retrieve a transaction in Edit mode. The Transaction Detail window opens.

| Item Type | Item      | Description           | Unit Retail | Selling UOM | Qty.  | Item Status | Total Discount | Total Retail | Price Override? Disc. Ref.   |
|-----------|-----------|-----------------------|-------------|-------------|-------|-------------|----------------|--------------|--|
| ITEM      | 100280142 | dealordlib            | 0.0161      | EA          | -1.00 | Return      | 0.00           | <0.0161>     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100280142 | dealordlib            | 0.0161      | EA          | 1.00  | Sale        | 0.00           | 0.0161       | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100315034 | ut_orddistb           | 0.0053      | EA          | -1.00 | Return      | 0.00           | <0.0053>     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100315034 | ut_orddistb           | 0.0053      | EA          | 1.00  | Sale        | 0.00           | 0.0053       | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100210312 | ADS Climbing Shoes (1 | 0.0026      | EA          | -1.00 | Return      | 0.00           | <0.0026>     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Total     |           |                       |             |             |       |             | 0.00           |              |  |

### Transaction Detail Window

1. On the Transaction Detail window, click on the Customer tab.
2. In the ID Type field, select the source of the customer information.
3. In the ID No field, enter the ID from the source document identified in the ID Type field.
4. In the remaining fields, enter or select the address information that is known about the customer.
5. Click **Attributes**. The Customer Attributes window opens.

| Attribute Type | Attribute | Description |
|----------------|-----------|-------------|
|                |           |             |
|                |           |             |
|                |           |             |
|                |           |             |

### Customer Attributes Window

6. In the Attribute Type field, select the attribute type.
7. In the Attribute field, enter an attribute, or click the LOV  button and select the attribute.
8. In the Description field, enter a description of the customer.

- Click **OK** to save your changes and close the window.

## Add paid out details to a transaction

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Transaction Maintenance. The Transaction Find window is displayed.

Search for and retrieve a transaction in Edit mode. The Transaction Detail window opens.

The screenshot shows the Transaction Detail window with the following fields and values:

- ReSA Tran. No.: 16041018
- Chain: 1000 The Marketplace
- POS Tran. No.: 60
- Status: Present
- Business Day: 06-MAR-2001
- Tran. Type: Even Exchange
- Balance: 0.00
- Store: 100000014 Baltimore
- Sub-Tran. Type:
- Value: 0.00
- Tran. Date/Time: 06-MAR-2001 14:30:00
- Reason Code:
- Transaction Uploaded from POS?:
- Transaction Reference Info Exists:
- Currency: USD

The 'Paid Out Details' tab is active, showing a table with the following data:

| Item Type | Item      | Description           | Unit Retail | Selling UOM | Qty.  | Item Status | Total Discount | Total Retail | Price Override? Disc. Ref.                        |
|-----------|-----------|-----------------------|-------------|-------------|-------|-------------|----------------|--------------|---|
| ITEM      | 100260142 | dealordlib            | 0.0161      | EA          | -1.00 | Return      | 0.00           | <0.0161>     | <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100260142 | dealordlib            | 0.0161      | EA          | 1.00  | Sale        | 0.00           | 0.0161       | <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100315034 | ut_orddistb           | 0.0053      | EA          | -1.00 | Return      | 0.00           | <0.0053>     | <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100315034 | ut_orddistb           | 0.0053      | EA          | 1.00  | Sale        | 0.00           | 0.0053       | <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100210312 | ADS Climbing Shoes (1 | 0.0026      | EA          | -1.00 | Return      | 0.00           | <0.0026>     | <input type="checkbox"/> <input type="checkbox"/> |
|           |           |                       |             |             |       |             | Total          | 0.00         |   |

Buttons at the bottom of the table include: Add, Item Detail, Voucher Detail, Return Reason, Price Override, Disc. Detail, Item Ref., and Delete.

Buttons at the bottom of the window include: OK, Comments, Previous, Next, Errors, Reference, Audit Trail, Refresh Errors, Refresh, and Cancel.

### Transaction Detail Window

- On the Transaction Detail window, click on the Paid Out Details tab.
- In the Vendor field, enter a vendor number, or click the LOV  button and select the vendor.
- In the Vendor Invoice Number field, enter a vendor invoice number.
- In the Proof of Delivery Number field, enter a proof of delivery number.
- In the Payment Reference Number field, enter a payment reference number.
- Click **OK** to save your changes and close the window.

## Add tax information to a transaction

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Transaction Maintenance. The Transaction Find window opens.

Search for and retrieve a transaction in Edit mode. The Transaction Detail window opens.

#### Transaction Detail Window

1. On the Transaction Detail window, click on the Tax tab.
2. Click **Add**.
3. In the Tax Type field, select the type of tax.
4. In the Amount field, enter the amount paid or returned for the type of tax.
5. To add a reference to the tax information:
  - a. Click **Reference**. The Tax Reference window opens.

#### Tax Reference Window

- b. Enter the appropriate information.
6. Click **OK** to save your changes and close the windows.

## Add tender information to a transaction

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Transaction Maintenance. The Transaction Find window opens.

Search for and retrieve a transaction in Edit mode. The Transaction Detail window opens.

Transaction Detail (satrdet)

ReSA Tran. No. 16041018 Chain 1000 The Marketplace POS Tran. No. 60

Status Present Business Day 06-MAR-2001 Tran. Type Even Exchange

Balance 0.00 Store 1000000014 Baltimore Sub-Tran. Type

Value 0.00 Tran. Date/Time 06-MAR-2001 14:30:00 Reason Code

Transaction Uploaded from POS?  Transaction Reference Info Exists  Currency USD

| Item Type | Item      | Description            | Unit Retail | Selling UOM | Qty.  | Item Status | Total Discount | Total Retail | Price Override? Disc. Ref.   |
|-----------|-----------|------------------------|-------------|-------------|-------|-------------|----------------|--------------|--|
| ITEM      | 100260142 | dealordlib             | 0.0161      | EA          | -1.00 | Return      | 0.00           | <0.0161>     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100260142 | dealordlib             | 0.0161      | EA          | 1.00  | Sale        | 0.00           | 0.0161       | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100315034 | ut_orddistb            | 0.0053      | EA          | -1.00 | Return      | 0.00           | <0.0053>     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100315034 | ut_orddistb            | 0.0053      | EA          | 1.00  | Sale        | 0.00           | 0.0053       | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100210312 | ADS Climbing Shoes (1) | 0.0026      | EA          | -1.00 | Return      | 0.00           | <0.0026>     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Total     |           |                        |             |             |       |             | 0.00           |              |  |

Buttons: Add, Item Detail, Voucher Detail, Return Reason, Price Override, Disc. Detail, Item Ref., Delete

Bottom Buttons: OK, Comments, Previous, Next, Errors, Reference, Audit Trail, Refresh Errors, Refresh, Cancel

### Transaction Detail Window

**Note:** The ability to view and update credit card information in ReSA windows will depend on the setting of the Credit Card Security Level system option.

1. On the Transaction Detail window, click on the Tender tab.
2. Click **Add**.
3. From the Tender Type Group field, select the tender type group.
4. From the Tender Type field, select the tender type, or click the LOV  button and select the tender type.
5. In the ID Number field, enter the ID number of the tender, if applicable.
6. If you selected a type of card payment in the Tender Type Group field:
  - a. Click **Card Details**. The Credit Card Details window opens.

The screenshot shows a dialog box titled "Credit Card Details (satrdet)". It contains the following fields:

- Tender Type Group: Credit Card
- Tender Type: 301 | 232323
- ID Number: (empty)
- Expiration Date: 06-MAR-2001
- Authorization No.: (empty)
- Authorization Source: (dropdown)
- Verification Type: (dropdown)
- Mode of Entry: (dropdown)
- Special Condition: (dropdown)

Buttons: OK, Cancel

#### Credit Card Details Window

- b. In the Authorization No field, enter the ID of the authorization for use.
  - c. In the remaining fields, select the information needed.
  - d. Click **OK** to save your changes and close the window.
7. If you selected a type of voucher payment in the Tender Type Group field:
  - a. Click **Voucher Details**.
  - b. If necessary, in the Exp Date field, enter the date the voucher is no longer valid.
  - c. Click **OK** to save your changes and close the window.
8. To add user-defined reference information to a type of tender:
  - a. Click **Reference**. The Tender Reference window opens.

**Tender Reference**

Coupon Ref. No.

Reference No. 9

Reference No. 10

Reference No. 11

Reference No. 12

OK Cancel

### Tender Reference Window

- b. Enter data in the Reference fields as needed.
  - c. Click **OK** to save your changes and close the window.
9. Click **OK** to save your changes and close the window.

## Maintain a transaction

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Transaction Maintenance. The Transaction Find window is displayed.

Search for and retrieve a transaction in Edit mode. The Transaction Detail window opens.

Transaction Detail (satrdetl)

ReSA Tran. No. 16041018 Chain 1000 The Marketplace POS Tran. No. 60

Status Present Business Day 06-MAR-2001 Tran. Type Even Exchange

Balance 0.00 Store 1000000014 Baltimore Sub-Tran. Type

Value 0.00 Tran. Date/Time 06-MAR-2001 14:30:00 Reason Code

Transaction Uploaded from POS?  Transaction Reference Info Exists  Currency USD

| Item Type | Item      | Description          | Unit Retail | Selling UOM | Qty.  | Item Status | Total Discount | Total Retail | Price Override? Disc. Ref.                        |
|-----------|-----------|----------------------|-------------|-------------|-------|-------------|----------------|--------------|---|
| ITEM      | 100280142 | dealordlib           | 0.0161      | EA          | -1.00 | Return      | 0.00           | <0.0161>     | <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100280142 | dealordlib           | 0.0161      | EA          | 1.00  | Sale        | 0.00           | 0.0161       | <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100315034 | ut_orddistb          | 0.0053      | EA          | -1.00 | Return      | 0.00           | <0.0053>     | <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100315034 | ut_orddistb          | 0.0053      | EA          | 1.00  | Sale        | 0.00           | 0.0053       | <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100210312 | ADS Climbing Shoes ( | 0.0026      | EA          | -1.00 | Return      | 0.00           | <0.0026>     | <input type="checkbox"/> <input type="checkbox"/> |
| Total     |           |                      |             |             |       |             | 0.00           |              |   |

Add Item Detail Voucher Detail Return Reason Price Override Disc. Detail Item Ref. Delete

OK Comments Previous Next Errors Reference Audit Trail Refresh Errors Refresh Cancel

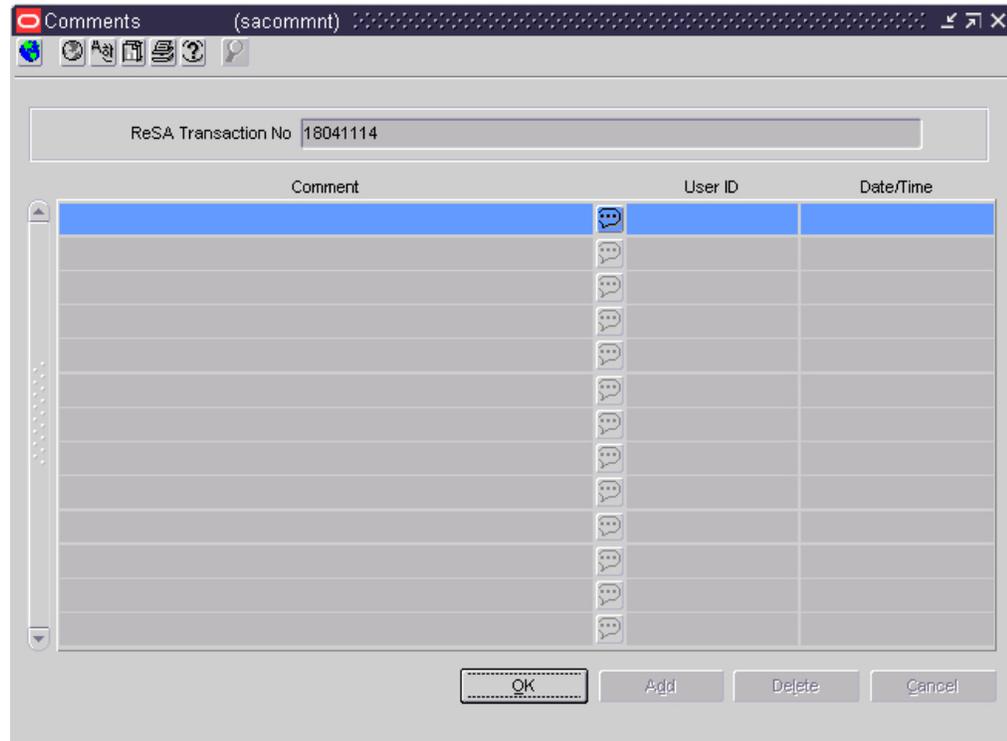
### Transaction Detail Window

### Navigate through transaction for a store day

1. Click **Previous** to view transactions before the current one.
2. Click **Next** to view transaction that occurred after the current one.

### Add comments

1. Click **Comments**. The Comments window opens.

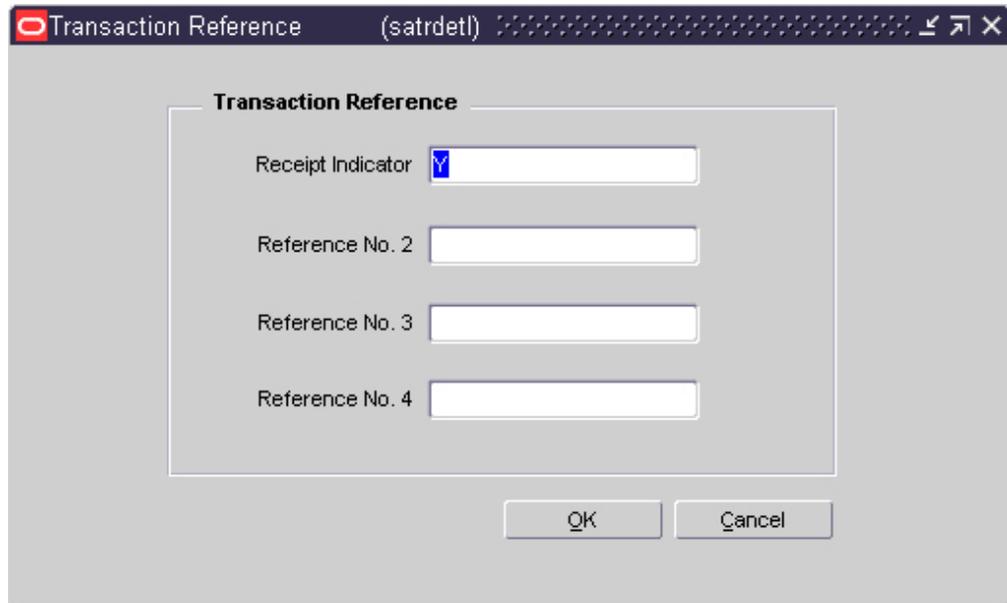


### Comments Window

2. Click **Add**. The next line on the table is enabled.
3. Enter your comments.
4. Click **OK** to save your changes and close the window.

### Add reference information to a transaction

1. Click **Reference**. The Header Reference window opens.



The image shows a dialog box titled "Transaction Reference" with the window name "(satrdet)". Inside the dialog, there is a section titled "Transaction Reference" containing four input fields: "Receipt Indicator" (with a dropdown menu showing 'Y'), "Reference No. 2", "Reference No. 3", and "Reference No. 4". At the bottom of the dialog are "OK" and "Cancel" buttons.

#### Header Reference Window

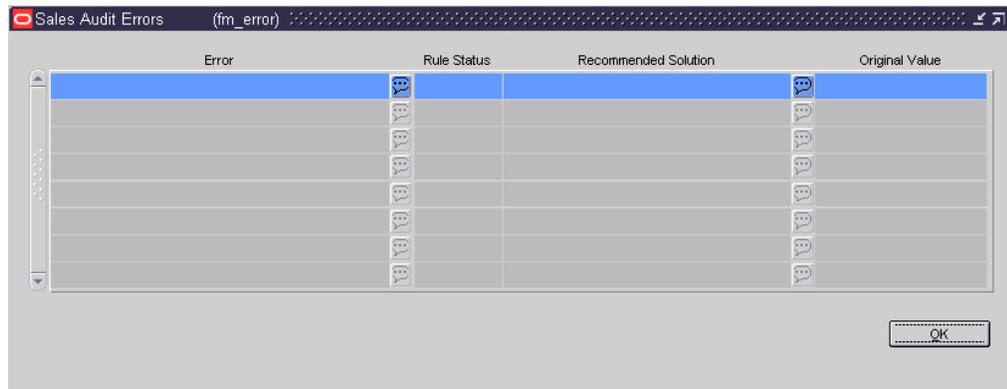
2. In the Reference fields, edit the reference information as needed.
3. Click **OK** to save your changes and close the window.

#### Refresh the errors

1. Click **Refresh Errors**.
2. The errors are updated.

#### View errors associated with a transaction

1. Click **!Errors**. The Sales Audit Errors window displayed.



The image shows a dialog box titled "Sales Audit Errors" with the window name "(fm\_error)". It contains a table with the following columns: "Error", "Rule Status", "Recommended Solution", and "Original Value". The table has several rows, with the first row highlighted in blue. Each cell in the table contains a small icon representing an error. At the bottom right of the dialog is an "OK" button.

| Error        | Rule Status        | Recommended Solution        | Original Value        |
|--------------|--------------------|-----------------------------|-----------------------|
| [Error Icon] | [Rule Status Icon] | [Recommended Solution Icon] | [Original Value Icon] |
| [Error Icon] | [Rule Status Icon] | [Recommended Solution Icon] | [Original Value Icon] |
| [Error Icon] | [Rule Status Icon] | [Recommended Solution Icon] | [Original Value Icon] |
| [Error Icon] | [Rule Status Icon] | [Recommended Solution Icon] | [Original Value Icon] |
| [Error Icon] | [Rule Status Icon] | [Recommended Solution Icon] | [Original Value Icon] |
| [Error Icon] | [Rule Status Icon] | [Recommended Solution Icon] | [Original Value Icon] |
| [Error Icon] | [Rule Status Icon] | [Recommended Solution Icon] | [Original Value Icon] |

#### Sales Audit Errors Window

2. Click **OK** to save your changes and close the window.

#### View audit trails

1. Click **Audit Trail**. The Transaction Audit Trail window.

Transaction Audit Trail (satraudit)

ReSA Tran. No. 10005 Local Currency USD Revision Details

| Rev. | Err? | Updated By | Update Date/Time     | Tran. Date/Time      | Tran. Type    | Store      | Store Name | Business Day | Balance | Sub. Tran. Type | POS Tran. No. |
|------|------|------------|----------------------|----------------------|---------------|------------|------------|--------------|---------|-----------------|---------------|
| 1    | No   | TLOG       | 02-MAY-2002 10:58:24 | 06-MAR-2001 09:00:00 | Daily Store C | 1000000014 | Baltimore  | 06-MAR-2001  | 0.00    |                 | 6             |

Items: Tender Tax Export Employees Paid Out Details

| Item Type | Item | Description | Unit Retail | Selling UOM | Qty. | Item Status | Price Ovr. | Disc. Ref. | Total Retail |
|-----------|------|-------------|-------------|-------------|------|-------------|------------|------------|--------------|
|           |      |             | 0.0161      |             |      |             |            |            | 0.00         |

Item Detail Return Reason Price Overrides Reference Disc. Detail Item Rev.

OK

### Transaction Audit Trail Window

- Click OK to close the window.

## Maintain item discounts for a transaction

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Transaction Maintenance. The Transaction Find window opens.

Search and retrieve a transaction in Edit mode. The Transaction Detail window opens.

Transaction Detail (satrdetl)

ReSA Tran. No. 16041018 Chain 1000 The Marketplace POS Tran. No. 60

Status Present Business Day 06-MAR-2001 Tran. Type Even Exchange

Balance 0.00 Store 1000000014 Baltimore Sub-Tran. Type

Value 0.00 Tran. Date/Time 06-MAR-2001 14:30:00 Reason Code

Transaction Uploaded from POS? Transaction Reference Info Exists Currency USD

Items: Tender Tax Customer Exported Employees Paid Out Details

| Item Type | Item      | Description          | Unit Retail | Selling UOM | Qty.  | Item Status | Total Discount | Total Retail | Price Override? Disc. Ref. |
|-----------|-----------|----------------------|-------------|-------------|-------|-------------|----------------|--------------|----------------------------|
| ITEM      | 100280142 | dealordlib           | 0.0161      | EA          | -1.00 | Return      | 0.00           | <0.0161>     |                            |
| ITEM      | 100280142 | dealordlib           | 0.0161      | EA          | 1.00  | Sale        | 0.00           | 0.0161       |                            |
| ITEM      | 100315034 | ut_orddistb          | 0.0053      | EA          | -1.00 | Return      | 0.00           | <0.0053>     |                            |
| ITEM      | 100315034 | ut_orddistb          | 0.0053      | EA          | 1.00  | Sale        | 0.00           | 0.0053       |                            |
| ITEM      | 100210312 | ADS Climbing Shoes ( | 0.0026      | EA          | -1.00 | Return      | 0.00           | <0.0026>     |                            |

Total 0.00

Add Item Detail Voucher Detail Return Reason Price Override Disc. Detail Item Ref. Delete

OK Comments Previous Next Errors Reference Audit Trail Refresh Errors Refresh Cancel

### Transaction Detail Window

- On the Transaction Detail window, click on the Items tab.

2. Click **Disc Detail**. The Discount Detail window opens.

#### Discount Detail Window

3. In the RMS Promo Type field, select the type of promotion or discount you are creating.
  - If you are creating a promotion, in the Promotion field, enter the promotion, or click the LOV  button and select the promotion.
  - If you are creating a discount, from the Discount Type field, select the type of discount that you want to apply to the item.
4. In the Promotion Component field, edit the component of the promotion as necessary, or click the LOV  button and select the promotion component.
5. In the Coupon Number field, enter the ID of the promotion or discount.
6. In the Qty field, enter the quantity for the discount.
7. In the Unit Disc Amount field, enter the amount of the discount.

#### Add reference information to an item discount

1. On the Discount Detail window, click **Reference**. The Discount Reference window opens.

#### Discount Reference Window

2. Add the appropriate reference information.
3. Click **OK** to save your changes and close the window.

### Delete an item from a discount

1. On the Discount Detail window, select the discount.
2. Click **Delete**. You are prompted to delete the record.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

### Maintain items on a transaction

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > Transaction Maintenance. The Transaction Find window is displayed.

Search for and retrieve a transaction in Edit mode. The Transaction Detail window opens.

The screenshot shows the Transaction Detail window with the following fields:

- ReSA Tran. No.: 16041018
- Chain: 1000 The Marketplace
- POS Tran. No.: 60
- Status: Present
- Business Day: 06-MAR-2001
- Tran. Type: Even Exchange
- Balance: 0.00
- Store: 100000014 Baltimore
- Sub-Tran. Type:
- Value: 0.00
- Tran. Date/Time: 06-MAR-2001 14:30:00
- Reason Code:
- Transaction Uploaded from POS?:
- Transaction Reference Info Exists:
- Currency: USD

The Items tab is selected, showing a table with the following data:

| Item Type | Item      | Description          | Unit Retail | Selling UOM | Qty.  | Item Status | Total Discount | Total Retail | Price Override? Disc. Ref.                        |
|-----------|-----------|----------------------|-------------|-------------|-------|-------------|----------------|--------------|---|
| ITEM      | 100280142 | dealordlib           | 0.0161      | EA          | -1.00 | Return      | 0.00           | <0.0161>     | <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100280142 | dealordlib           | 0.0161      | EA          | 1.00  | Sale        | 0.00           | 0.0161       | <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100315034 | ut_orddistb          | 0.0053      | EA          | -1.00 | Return      | 0.00           | <0.0053>     | <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100315034 | ut_orddistb          | 0.0053      | EA          | 1.00  | Sale        | 0.00           | 0.0053       | <input type="checkbox"/> <input type="checkbox"/> |
| ITEM      | 100210312 | ADS Climbing Shoes ( | 0.0026      | EA          | -1.00 | Return      | 0.00           | <0.0026>     | <input type="checkbox"/> <input type="checkbox"/> |
|           |           |                      |             |             |       |             | Total          | 0.00         |   |

Buttons at the bottom of the window include: Add, Item Detail, Voucher Detail, Return Reason, Price Override, Disc. Detail, Item Ref., Delete, OK, Comments, Previous, Next, Errors, Reference, Audit Trail, Refresh Errors, Refresh, and Cancel.

### Transaction Detail Window

1. On the Transaction Detail window, click on the Items tab.
2. Update the enabled fields as necessary.
3. Access the appropriate window by clicking the buttons on the tab to add additional information.

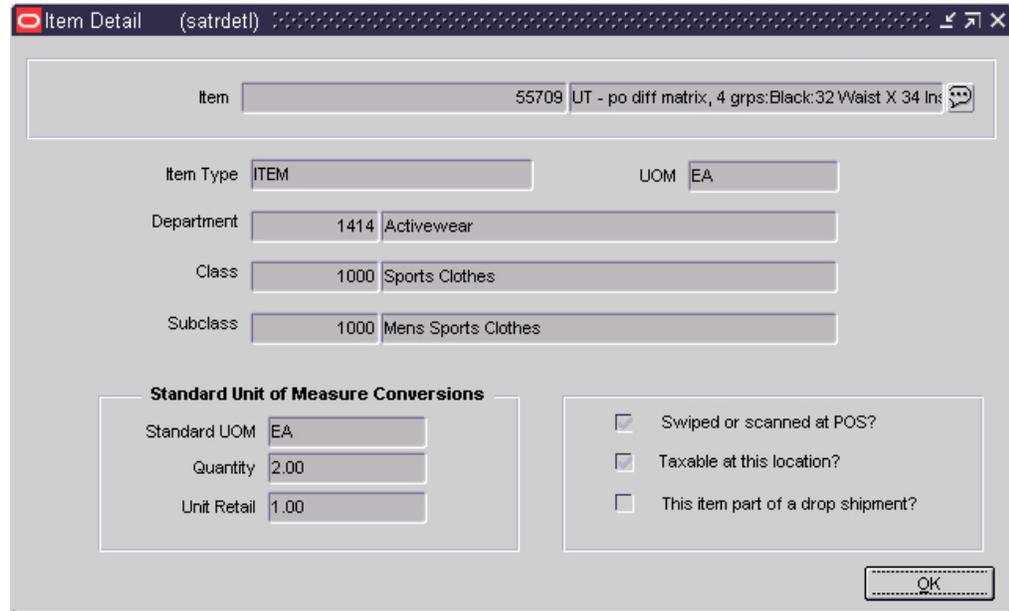
### Add items to a transaction

1. Click **Add**. The next line on the table is enabled.
2. In the Item Type field, enter an item type, or click the LOV  button and select the type of item.
3. In the Item field, enter the ID of the item, or enter a partial item description and click the LOV  button to select the item.
4. Edit the Unit Retail and Selling UOM fields as needed.
5. In the Qty field, enter the quantity of the item purchased or returned.
6. In the UOM Qty field, enter the quantity or weight, depending on the unit of measure, of the item purchased or returned.

7. In the Item Status field, select the status of the item.
8. Click **OK** to save the changes and close the window.

**Add reference information to an item on a transaction**

1. Click **Item Ref.** The Item Reference window opens.



**Item Reference Window**

2. Enter the appropriate information in the reference fields.
3. Click **OK** to save your changes and close the window.

**Delete an item from a transaction**

1. Click **Delete**. You are prompted to delete the record.
2. Click **Yes**.
3. Click **OK** to save your changes and close the window.

## ACH Maintenance

### Automated clearing house maintenance overview

The automated clearing house (ACH) maintenance modules allows you to declare and manage how much money has been deposited in local bank accounts. ACH maintenance allows HQ users to manage how money moves from local bank accounts to centralized bank accounts.

**Business process**

In the ACH maintenance module you can:

- Enter the estimated deposit for store/day
- Find the rolling average of the last 4 weeks
- Change the current day’s total and the previous day’s adjustments.

## Reports

There are no reports pertaining to automated clearing house.

## System administration

There are no system administration functions pertaining to automated clearing house.

## Create a bank/store relationship

**Navigate:** From the main menu, select Control > Partner. The Partner Find window is displayed.

Search for and retrieve a bank partner in Edit mode. The Partner Maintenance window opens.

From the Options menu, select Stores. The Bank/Store Relationship window opens.

| Store      | Store Name | Account Type | Bank Account No. | Routing No. | Consolidating                       |
|------------|------------|--------------|------------------|-------------|-------------------------------------|
| 1000000014 | Baltimore  | Checking     | 234234           | 234234      | <input checked="" type="checkbox"/> |
| 1000000024 | Denver     | Checking     | 234234           | 234234      | <input type="checkbox"/>            |
|            |            |              |                  |             | <input type="checkbox"/>            |
|            |            |              |                  |             | <input type="checkbox"/>            |
|            |            |              |                  |             | <input type="checkbox"/>            |
|            |            |              |                  |             | <input type="checkbox"/>            |
|            |            |              |                  |             | <input type="checkbox"/>            |

Bank: 1 TJR Bank      Currency (Partner): USD

Store: 1000000014 Baltimore

Acct. Type: Checking

Routing No.: 234234

Bank Acct. No.: 234234

Consolidating:

Buttons: Apply, Delete, OK, Add, Cancel

### Bank/Store Relationship Window

1. Click **Add**. The apply area is enabled.
2. In apply area:
  - a. In the Store field, enter a Store ID number, or click the LOV  button and select a store.
  - b. In the Acct Type field, select the account type the bank has for the store.
  - c. In the Routing No field, enter the routing number for the bank.

- d. In the Bank Acct No field, enter the bank account number for the store.
  - e. To indicate that the account is a consolidating account, select Consolidating.
  - f. Click **Apply**.
3. Click **OK** to save your changes and close the window.

### Edit a bank/store relationship

**Navigate:** From the main menu, select Control > Partner. The Partner Find window opens.

Search for and retrieve a bank partner in Edit mode. The Partner Maintenance window opens.

From the Options menu, select Stores. The Bank/Store Relationship window opens.

The screenshot shows the 'Bank Store Relationship' window with the following data:

| Store      | Store Name | Account Type | Bank Account No. | Routing No. | Consolidating            |
|------------|------------|--------------|------------------|-------------|--------------------------|
| 1000000014 | Baltimore  | Checking     | 234234           | 234234      | <input type="checkbox"/> |
| 1000000024 | Denver     | Checking     | 234234           | 234234      | <input type="checkbox"/> |
|            |            |              |                  |             | <input type="checkbox"/> |
|            |            |              |                  |             | <input type="checkbox"/> |
|            |            |              |                  |             | <input type="checkbox"/> |
|            |            |              |                  |             | <input type="checkbox"/> |
|            |            |              |                  |             | <input type="checkbox"/> |

Below the table, the edit form shows the following fields:

- Bank: 1, TJR Bank
- Currency (Partner): USD
- Store: 1000000014, Baltimore
- Acct. Type: Checking
- Routing No.: 234234
- Bank Acct. No.: 234234
- Consolidating:

Buttons: Apply, Delete, OK, Add, Cancel

#### Bank/Store Relationship Window

1. Click the desired Bank/Store record to be edited.
2. Edit the Acct Type, Routing No, and Bank Acct No fields as necessary.
3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

#### Delete a bank/store relationship

1. Select a bank/store record.
2. Click **Delete**. You are prompted to delete the record.

3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

## Edit a store ACH transaction amount

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > ACH Maintenance > Store ACH Maintenance > Edit. The Store ACH Maintenance window opens.

The screenshot shows the 'Store ACH Maintenance' window. At the top, there are input fields for 'Store', 'Business Day', and 'Bank'. Below these is a table with the following columns: Store, Name, Business Day, Bank, Description, Next Day Manual Deposit Adjustment, Next Day Estimated Deposit, Today Estimated Deposit Adjustment, and Currency (Local). The table contains one row with the following data: Store: 100000014, Name: Baltimore, Business Day: 09-MAR-2001, Bank: 1, Description: TJR Bank, Next Day Manual Deposit Adjustment: 1.00, Next Day Estimated Deposit: (empty), Today Estimated Deposit Adjustment: (empty), Currency (Local): USD. Below the table is a form with input fields for 'Store', 'Business Day', 'Bank', 'Next Day Manual Deposit Adjustment', 'Next Day Estimated Deposit', and 'Today Estimated Deposit Adjustment'. There are also buttons for 'Apply', 'Delete', 'OK', 'Add', 'Bank Details', and 'Cancel'.

| Store     | Name      | Business Day | Bank | Description | Next Day Manual Deposit Adjustment | Next Day Estimated Deposit | Today Estimated Deposit Adjustment | Currency (Local) |
|-----------|-----------|--------------|------|-------------|------------------------------------|----------------------------|------------------------------------|------------------|
| 100000014 | Baltimore | 09-MAR-2001  | 1    | TJR Bank    | 1.00                               |                            |                                    | USD              |

### Store ACH Maintenance Window

**Note:** To change the sort order by store, business day, or bank, click **Store**, **Business Day**, or **Bank**.

1. In the Next Day Manual Deposit Adjustment field, enter a new amount.
2. Click **Apply**.
3. Click **OK** to save your changes and close the window.

## View bank ACH transactions

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > ACH Maintenance > Bank ACH Maintenance > View. The Bank ACH Maintenance window opens.

The screenshot shows a window titled "Bank ACH Maintenance (sabnkach)". At the top, there are three input fields: "Bank", "Bank Acct. No.", and "Business Day", each with a filter icon to its right. Below these is a table with the following columns: "Bank", "Bank Description", "Bank Acct. No.", "Business Day", "Next Day Manual ACH Adj.", "Next Day ACH Amount", and "Currency (Partner)". The first row of the table contains the following data: "1", "TJR Bank", "234234", "09-MAR-01", "45.00", and "USD". Below the table, there are several input fields: "Bank" (with value "1"), "Bank Description" (with value "TJR Bank"), "Bank Acct. No." (with value "234234"), "Next Day Manual ACH Adj." (with value "45.00"), "Currency (Partner)" (with value "USD"), and "Business Day" (with value "09-MAR-01"). There are also "Apply" and "Delete" buttons. At the bottom, there are "OK", "Add", "Store Details", and "Cancel" buttons.

| Bank | Bank Description | Bank Acct. No. | Business Day | Next Day Manual ACH Adj. | Next Day ACH Amount | Currency (Partner) |
|------|------------------|----------------|--------------|--------------------------|---------------------|--------------------|
| 1    | TJR Bank         | 234234         | 09-MAR-01    | 45.00                    |                     | USD                |

#### Bank ACH Maintenance Window

1. To change the sort order by bank, business day, or bank account, click **Bank**, **Business Day**, or **Bank Account**.
2. To filter by bank, enter a bank number in the bank field and click the filter  button.
3. To filter by bank account number, enter an account number in the Bank Acct No field and click the filter  button.
4. To filter by business day, enter a date in the business day field and click the filter  button.
5. Click **OK** to close the window.

#### View the store's bank ACH transactions

**Navigate:** From the main menu, select Action > Sales Audit > Additional Operations > ACH Maintenance > Store ACH Maintenance > View. The Store ACH Maintenance window opens.

The screenshot shows a window titled "Store ACH Maintenance" with a toolbar and filter fields. The main area contains a table with the following data:

| Store      | Name      | Business Day | Bank | Description | Next Day Manual Deposit Adjustment | Next Day Estimated Deposit | Today Estimated Deposit Adjustment | Currency (Local) |
|------------|-----------|--------------|------|-------------|------------------------------------|----------------------------|------------------------------------|------------------|
| 1000000014 | Baltimore | 09-MAR-2001  | 1    | TJR Bank    | 1.00                               |                            |                                    | USD              |

Below the table is a form with the following fields and buttons:

- Store: 1000000014, Name: Baltimore
- Bank: 1, Name: TJR Bank
- Currency (Local): USD
- Business Day: 09-MAR-2001
- Next Day Manual Deposit Adjustment: 1.00
- Next Day Estimated Deposit: (empty)
- Today Estimated Deposit Adjustment: (empty)
- Buttons: Apply, Delete, OK, Add, Bank Details, Cancel

### Store ACH Maintenance Window

**Note:** To filter the list of transactions by store, by business day, or by bank, enter a store name, a business date, or a bank name in the appropriate filter field and click the Filter button.

1. Click **Bank Details**. The Bank ACH Maintenance window opens.

The screenshot shows a window titled "Bank ACH Maintenance (sabnkach)". At the top, there are input fields for "Bank", "Bank Acct. No.", and "Business Day". Below this is a table with the following columns: "Bank", "Bank Description", "Bank Acct. No.", "Business Day", "Next Day Manual ACH Adj.", "Next Day ACH Amount", and "Currency (Partner)". The table contains one row with the following data: Bank: 1, Bank Description: TJR Bank, Bank Acct. No.: 234234, Business Day: 09-MAR-01, Next Day Manual ACH Adj.: 45.00, Next Day ACH Amount: (empty), and Currency (Partner): USD. Below the table, there are input fields for "Bank" (1), "Bank Description" (TJR Bank), "Bank Acct. No." (234234), "Next Day Manual ACH Adj." (45.00), "Currency (Partner)" (USD), "Business Day" (09-MAR-01), and "Next Day ACH Amount". There are also "Apply" and "Delete" buttons. At the bottom, there are "OK", "Add", "Store Details", and "Cancel" buttons.

**Bank ACH Maintenance Window**

**Note:** To change the sort order by store, business day, or bank, click **Store, Business Day, or Bank**.

2. Click **OK** to close the window.

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