Oracle® Retail Sales Audit
User Guide
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Oracle® Retail Sales Audit User Guide, Release 12.0.8

Value-Added Reseller (VAR) Language

Oracle Retail VAR Applications

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Contents

Preface

The Oracle Retail Sales Audit User Guide describes the application user interface and how to navigate through it.

Audience

This document is intended for the users and administrators of Oracle Retail Sales Audit. This may include merchandisers, buyers, and business analysts.

Related Documents

For more information, see the following documents in the Oracle Retail Sales Audit Release 12.0.8 documentation set:

- Oracle Retail Merchandising System Release Notes
- Oracle Retail Merchandising System Data Model
- Oracle Retail Merchandising System Online Help
- Oracle Retail Merchandising System User Guide
- Oracle Retail Merchandising System Operations Guide (Volumes 1, 2, and 3)
- Oracle Retail Trade Management User Guide
- Oracle Retail Merchandising Batch Schedule

Oracle Retail Merchandising Implementation 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.

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

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."

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

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

A hyperlink appears like this.

1

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.

Error Definition Window

1. Click **Add**.

2. On the next available line, enter the system 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.

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.
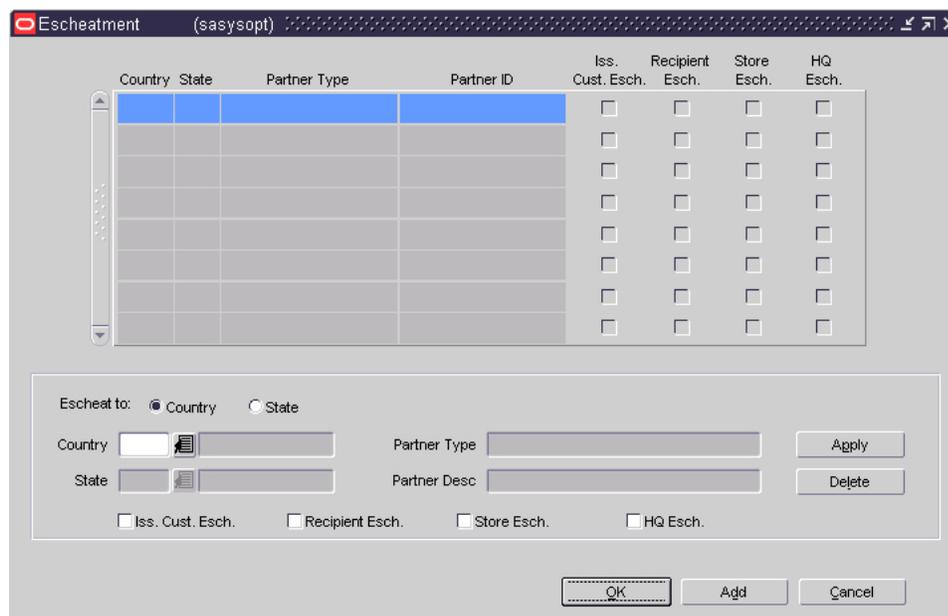
Escheatment Window

  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.

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 [image] 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.
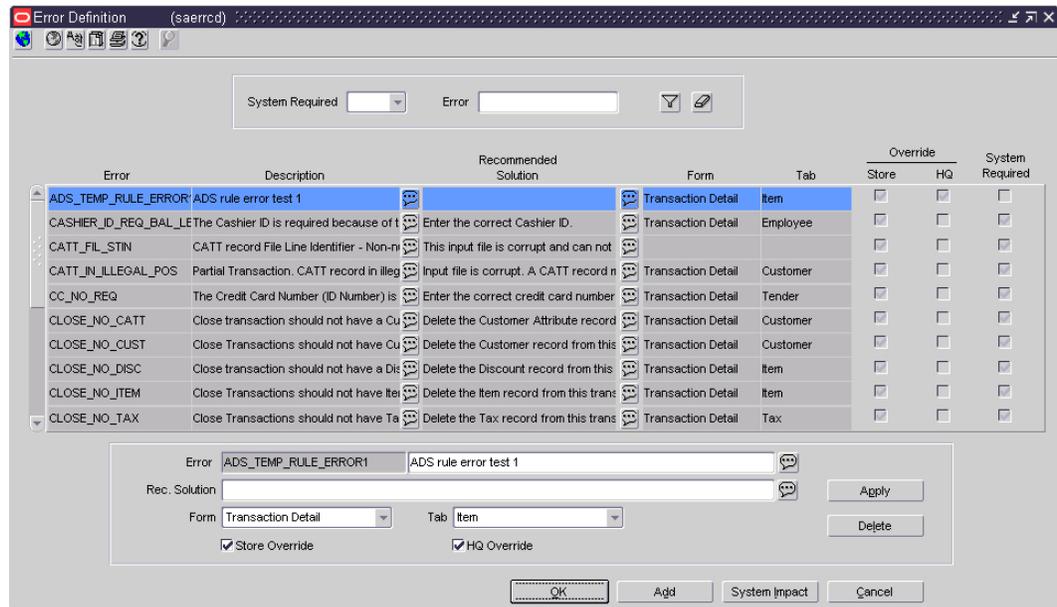
Error Definition Window

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.
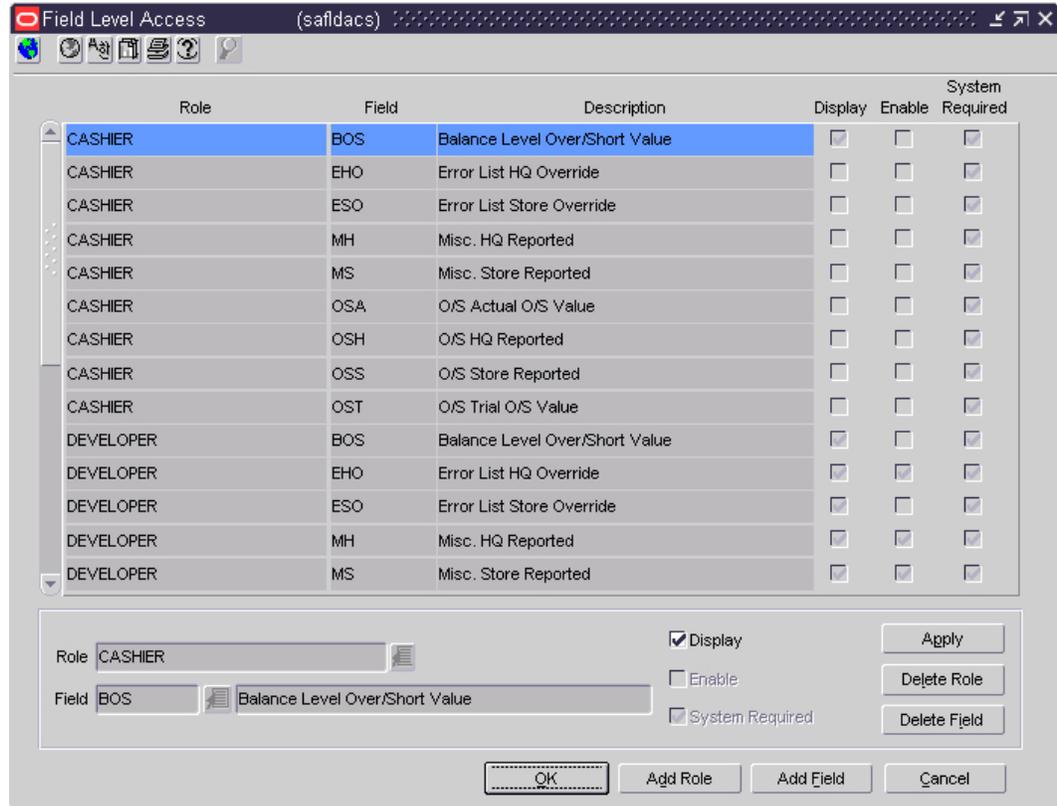
Field Level Access Window

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.
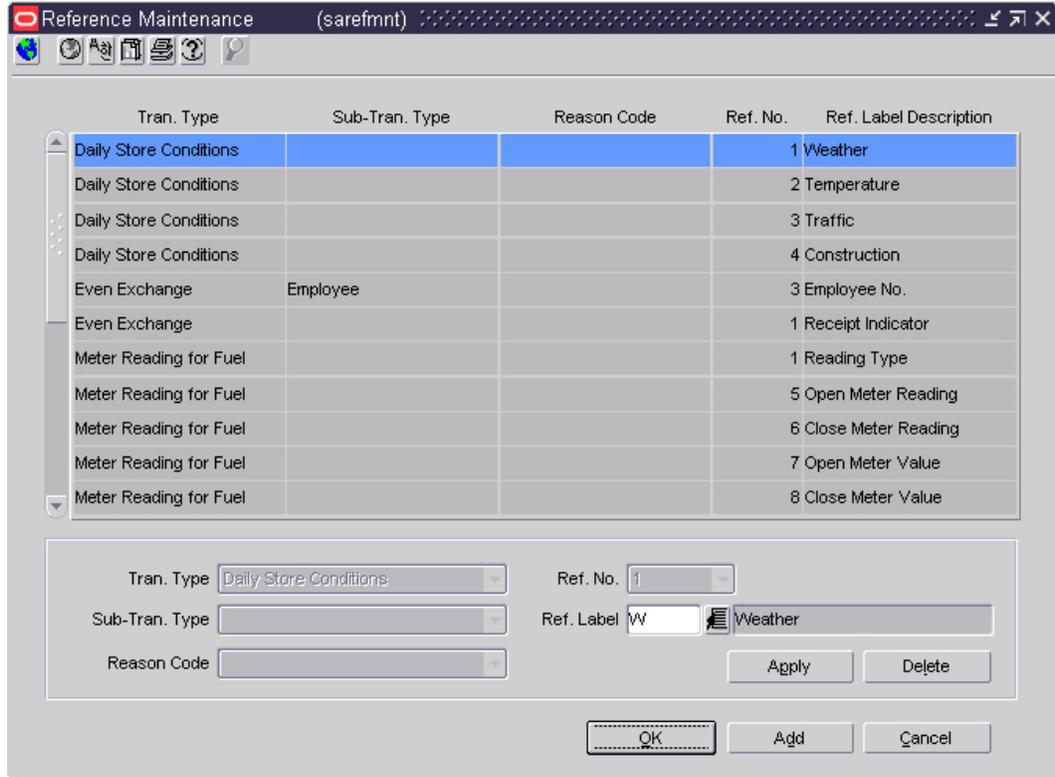
Reference Maintenance Window

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 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.
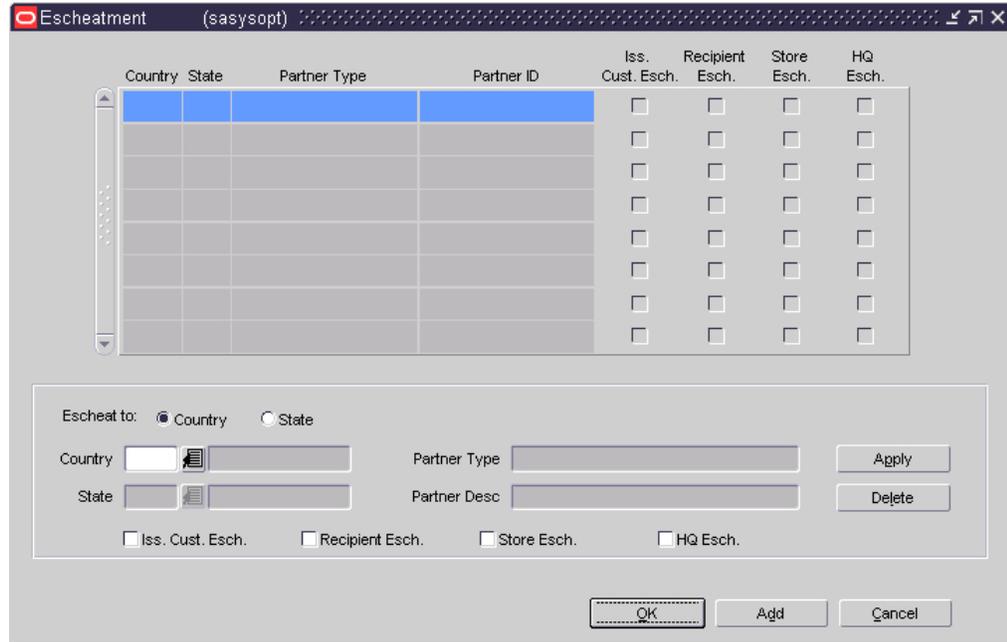
Escheatment Window

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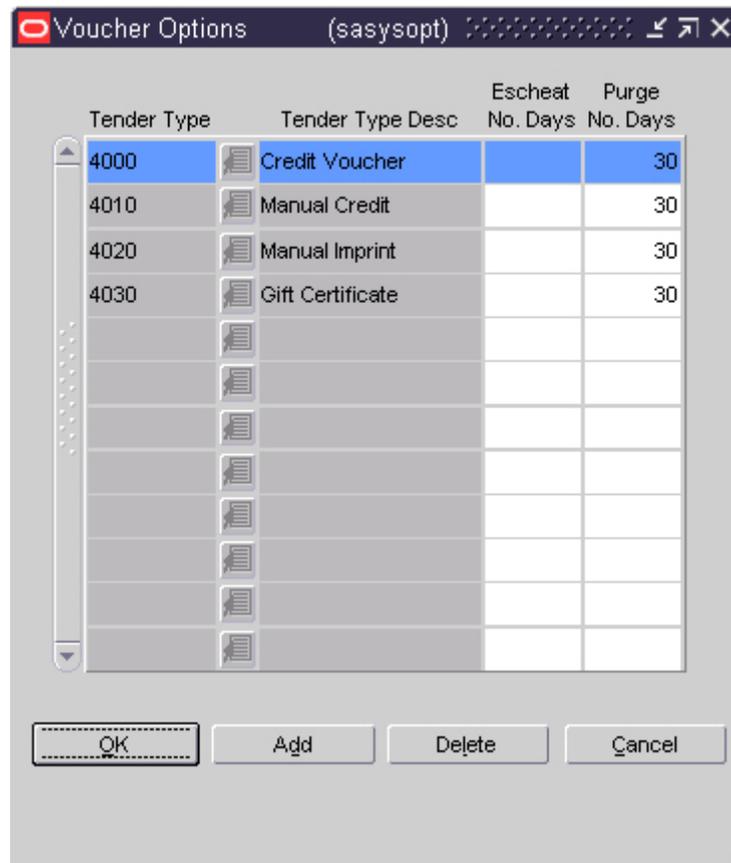
Voucher Options Window

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

Automated Clearing House Information Window

5. 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 Definition Window

1. Select an error code from the table.

2. Click the **System Impact** button. The System Impact window opens.
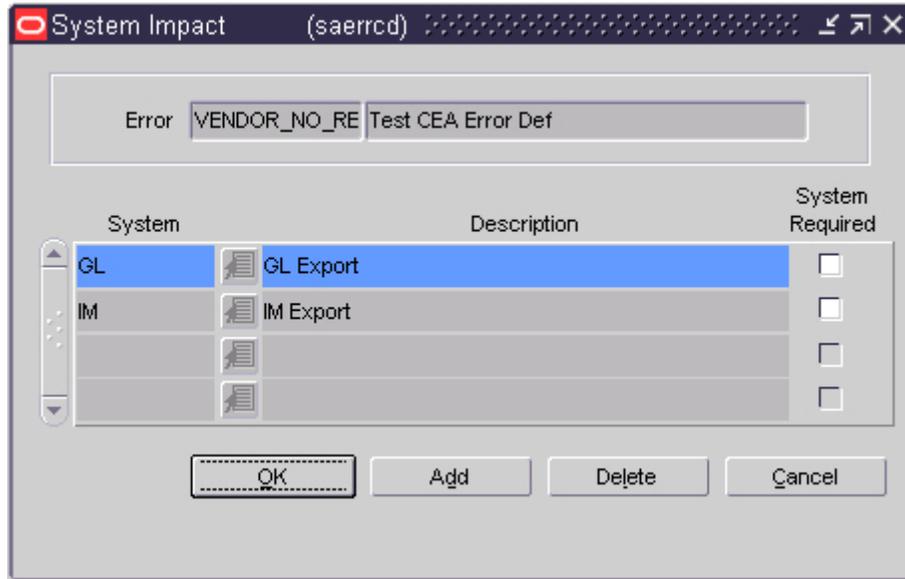
System Impact Window

> **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.

2

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.
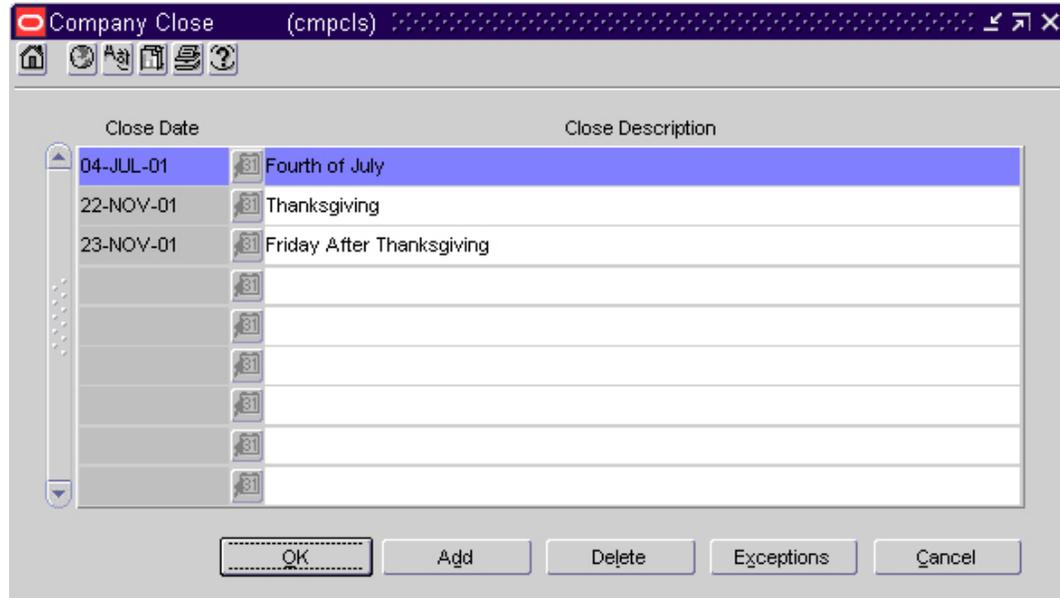
Company Close Window

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 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 [icon] 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.

Employee Maintenance Window
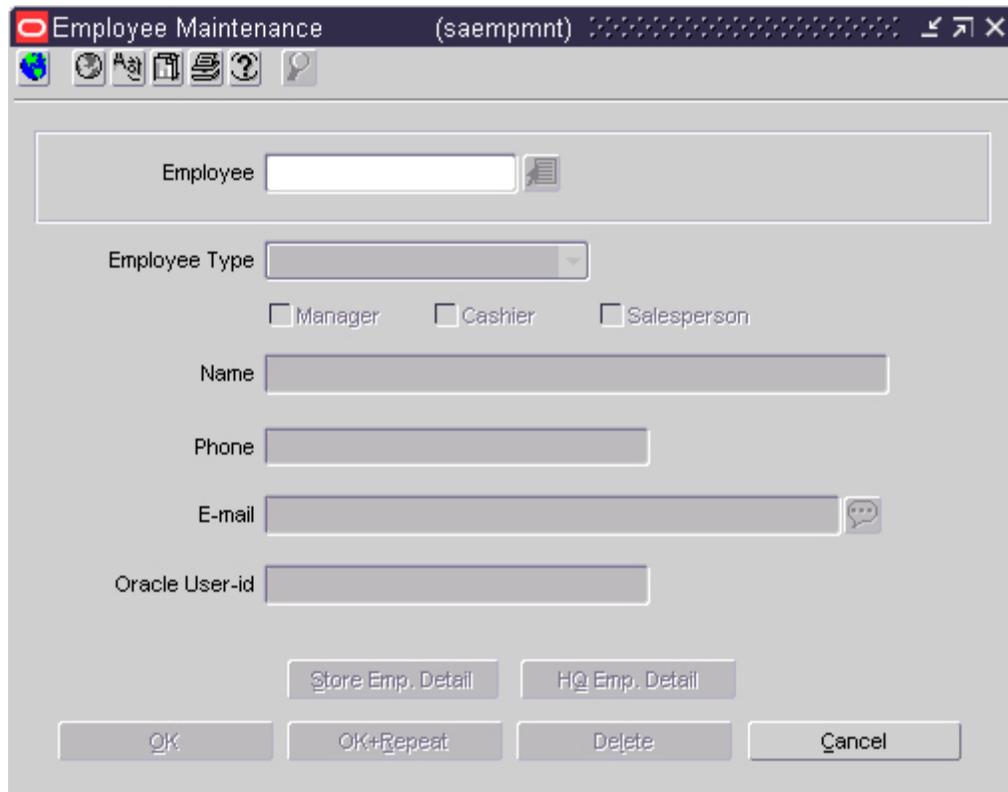
1. In the Employee field, enter the employee's ID number and press the Enter key.
2. In the Employee Type field, select Store.
3. Select the Manager check box, or the Cashier and/or Salesperson check boxes.
4. In the Name field, enter the employee's name.
5. Enter a phone number and email address.
6. 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 Employee Details Window

    a. In the Store field, enter the store ID, or click the LOV [icon] 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.

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.

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.

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.
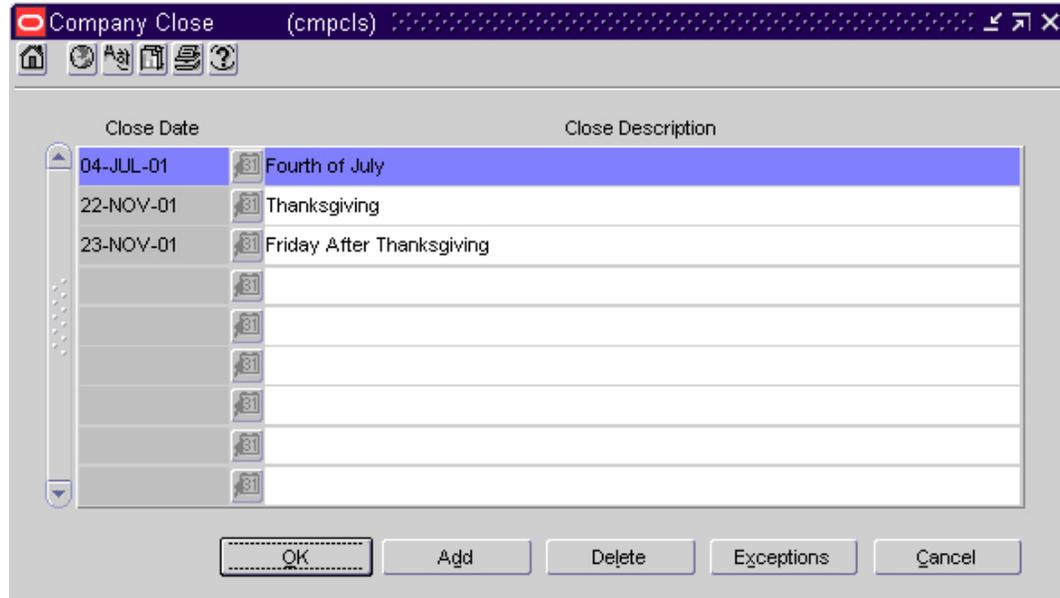
Company Close Window

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 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

1. In the Total 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 ![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.

    > **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

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 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

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 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.
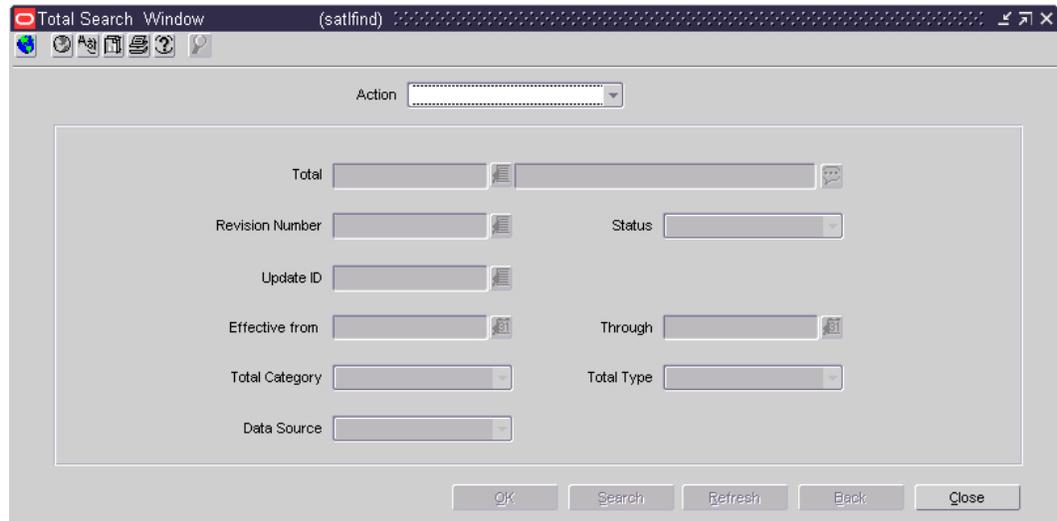
Total Search Window

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.
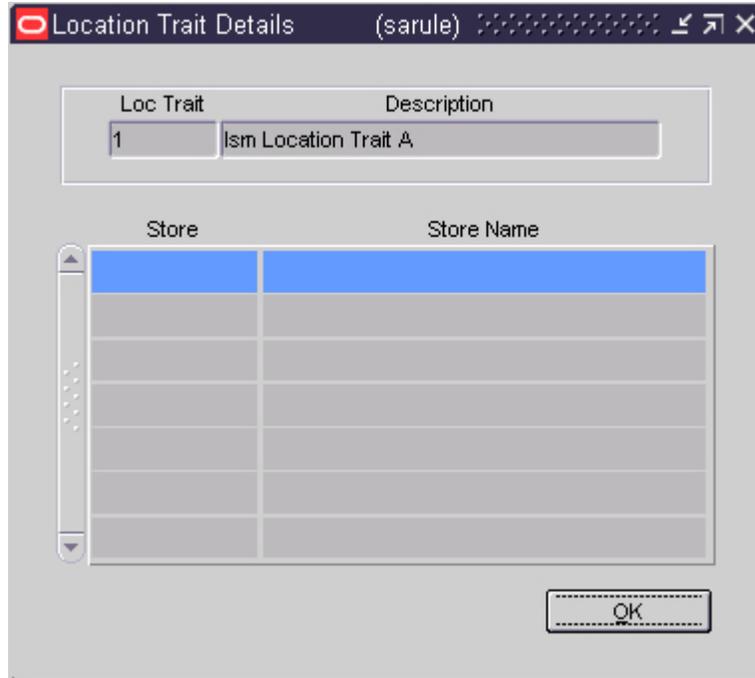
Location Trait Details Window

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.
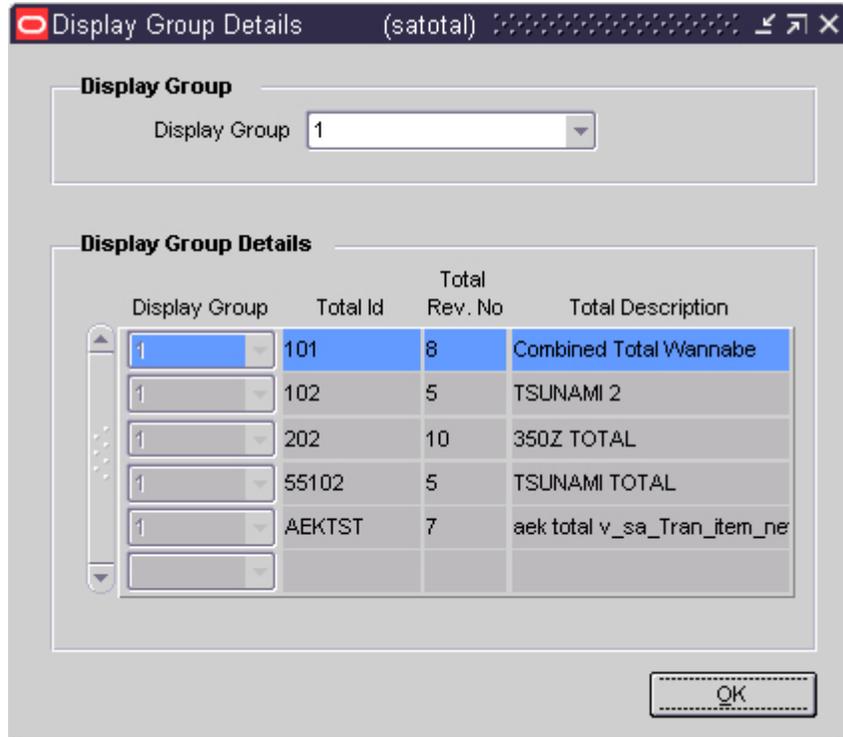
Display Group Details Window

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.
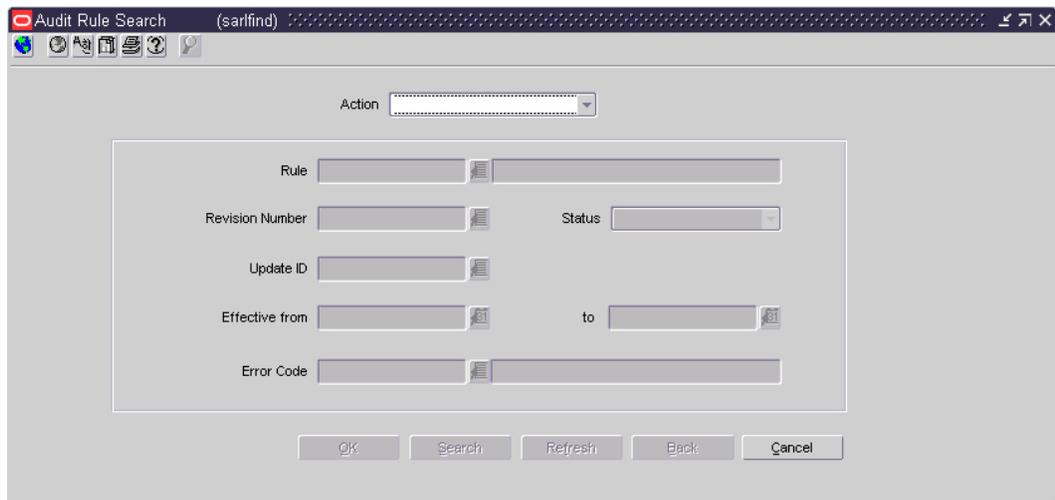
Audit Rule Search Window

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.

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.
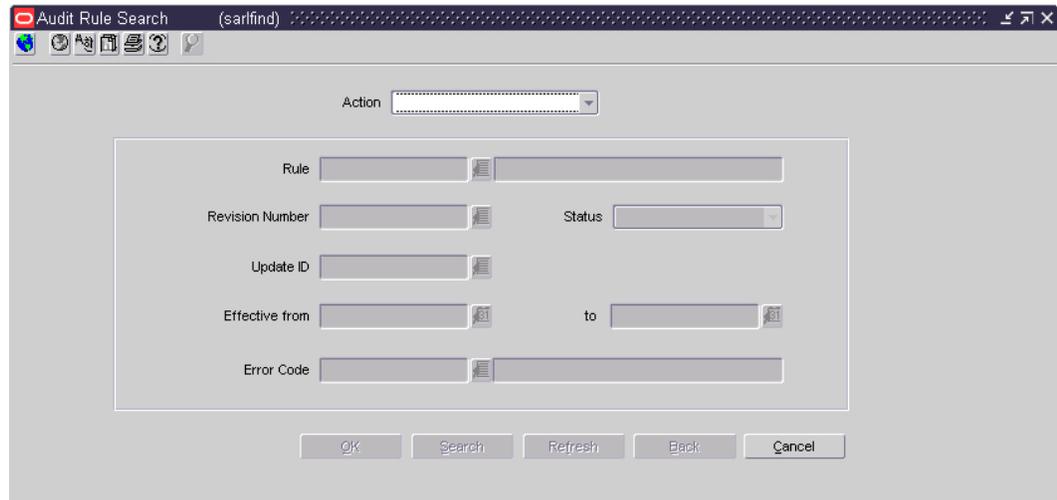
Audit Rule Search Window

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.
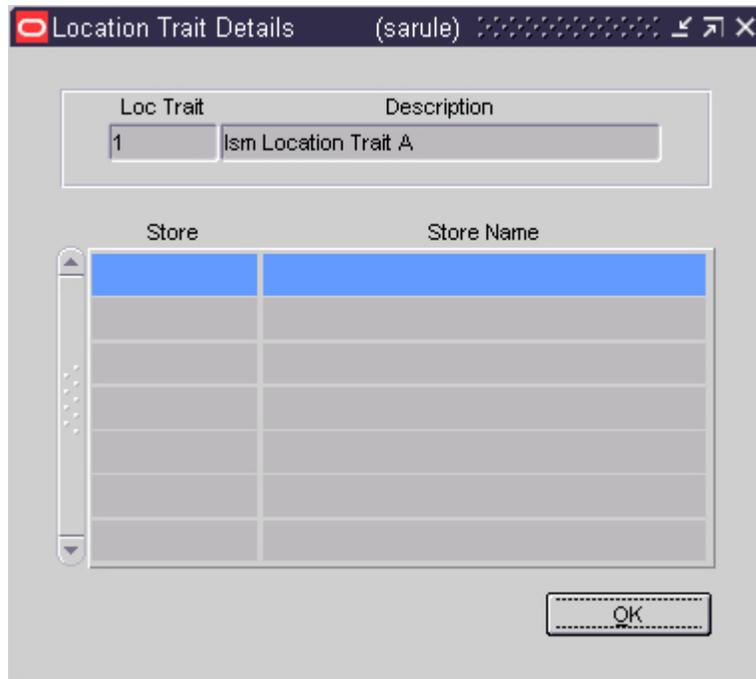
Location Trait Details Window

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.

Rules Calculation Definition Wizard Window

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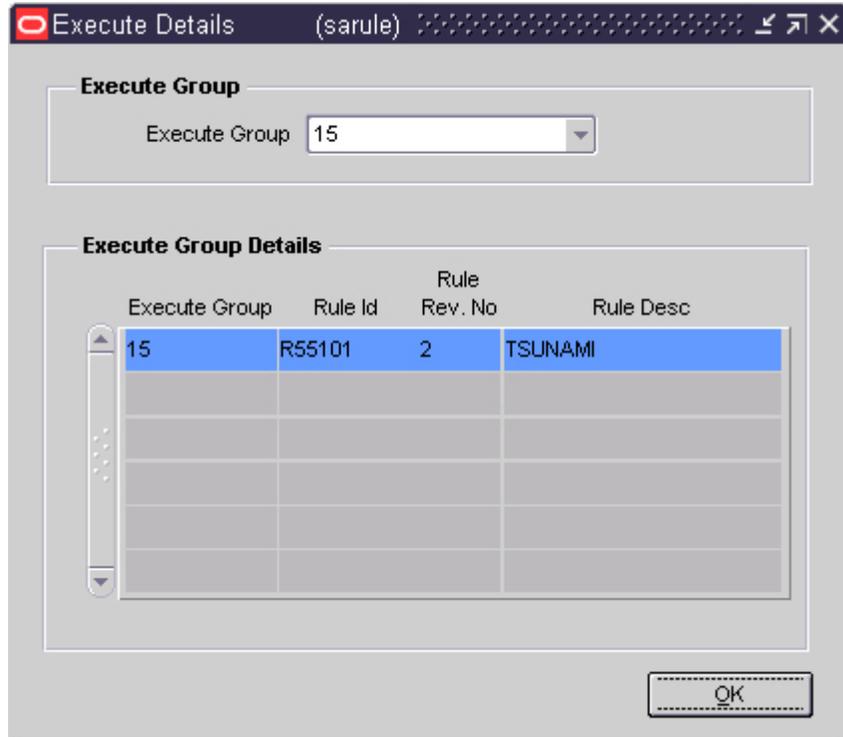
Execute Details Window

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

4

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. In the status area, select varying status criteria. Valid store statuses are:
   - Worksheet - When a store is defined as a multi-level audit store, the store is entered in as a Worksheet status. The store/day can be deleted in this status.
   - Fuel Closed - This status is only used for fuel stores that will be exporting to Oracle Site Fuels Management (SFM). Stores are entered in a Worksheet status; however, the audit cannot begin until the day is closed in SFM first. When this is done, the system updates the status to Fuel Closed. The store/day can be deleted in this status.

   > **Note**: SFM will send back a file signifying that the store transactions have been processed and reconciled. This will signify Fuel Closed and enable the data to be worked.

5. Enter additional criteria as desired to make the search more restrictive.
6. Click **Search**. A list of selected stores opens by business date.
7. 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

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

1. Click **Close/Store**. You are prompted to confirm the close.
2. 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.

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

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.

5

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.
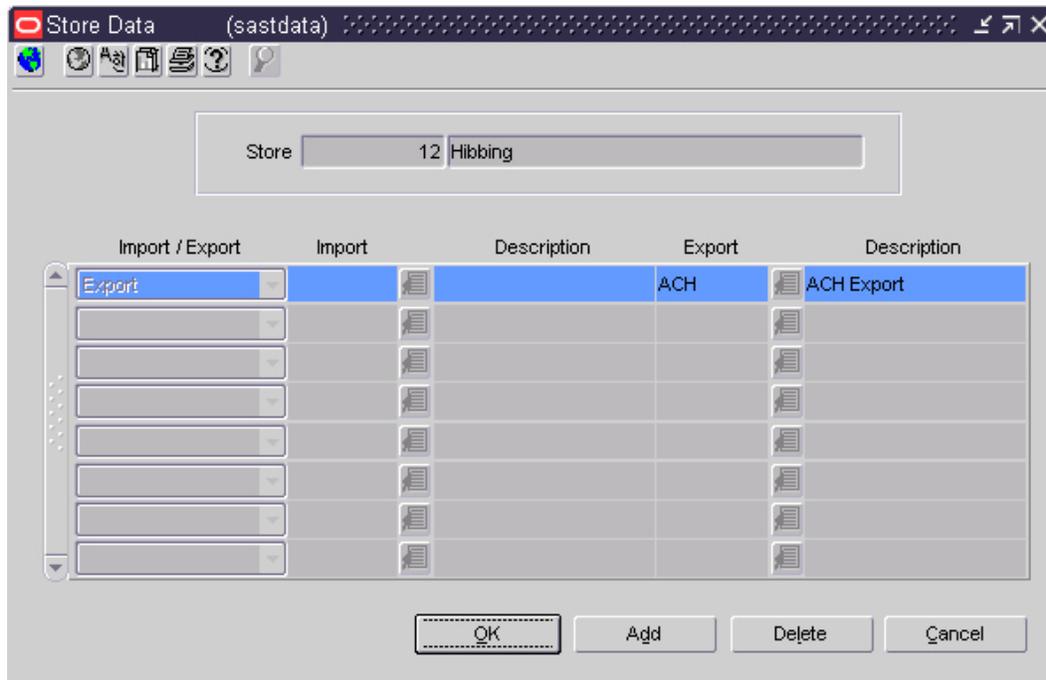
Store Data Window

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.
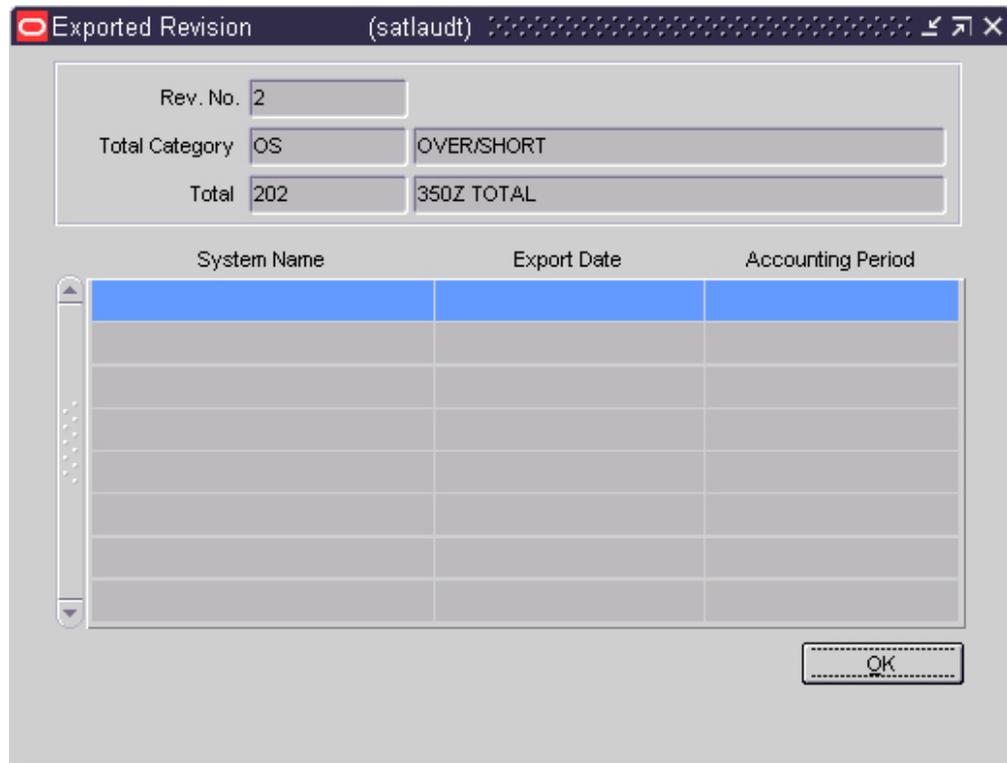
Exported Revision Window

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.

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

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

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.

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

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

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

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

6

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.

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.
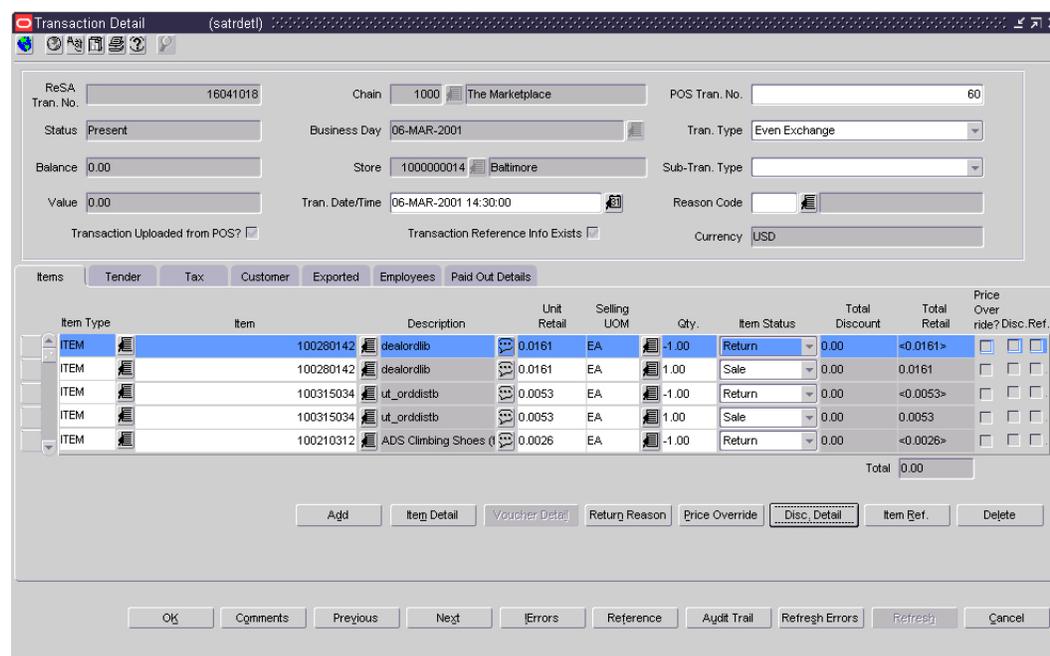
Transaction Detail Window

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.
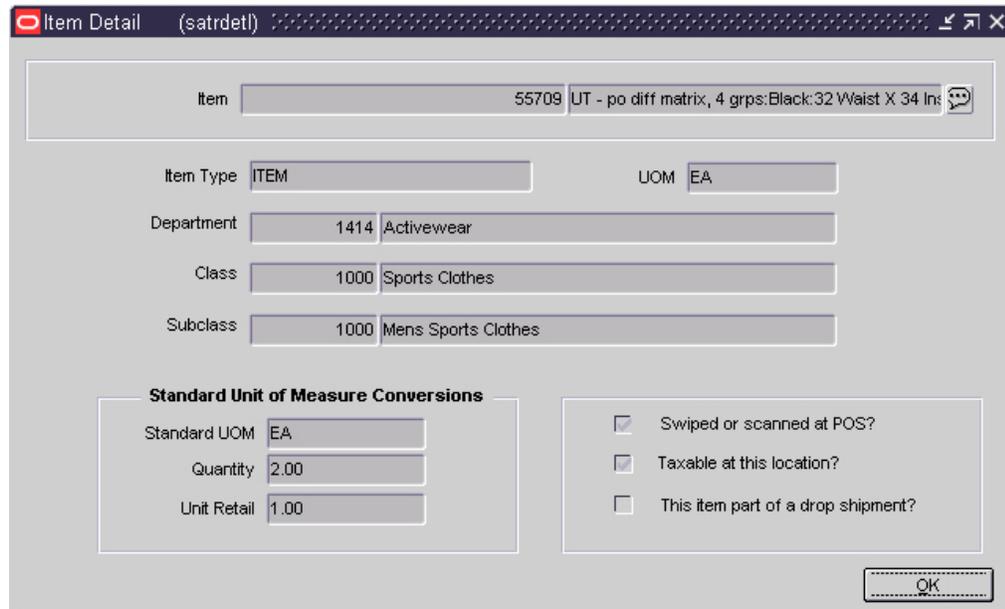
Item Detail Window

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.
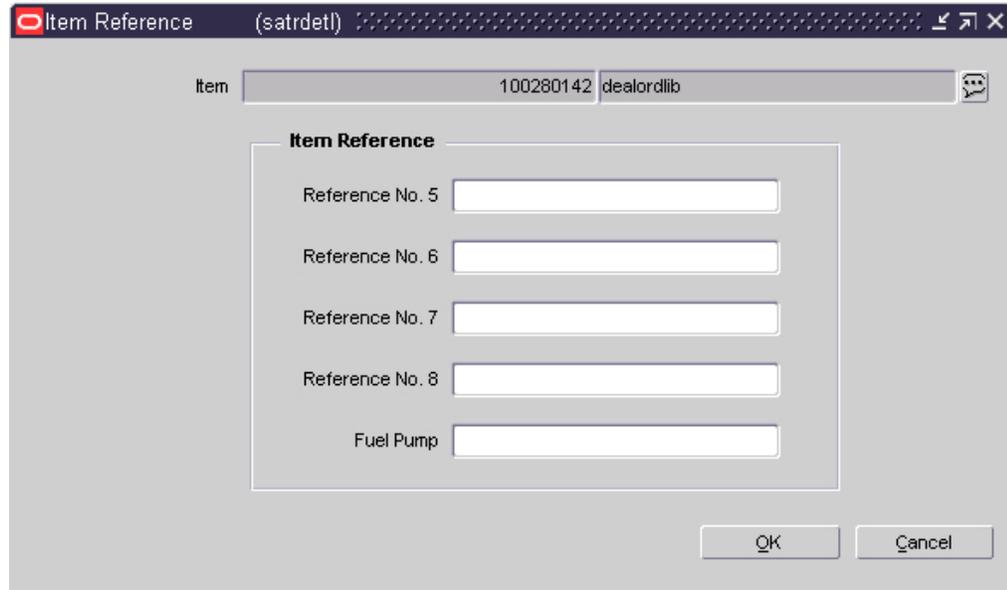
Item Reference Window

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.
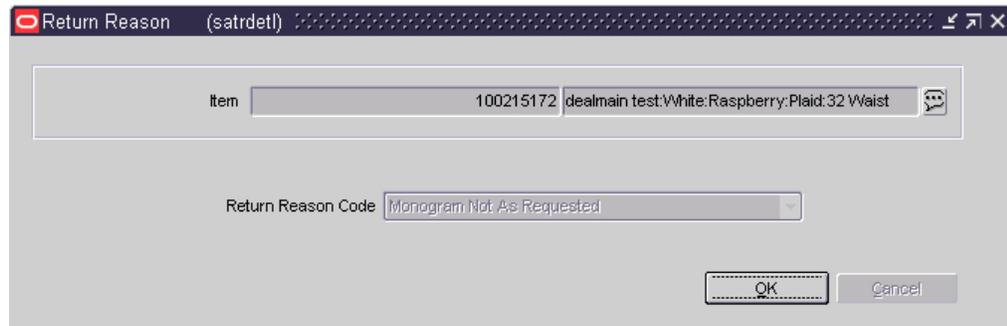
Return Reason Window

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.

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.

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.

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.

9. 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.

Transaction Detail Window

1. On the Transaction Detail window, click on the Paid Out Details tab.

2. In the Vendor field, enter a vendor number, or click the LOV ▨ button and select the vendor.

3. In the Vendor Invoice Number field, enter a vendor invoice number.

4. In the Proof of Delivery Number field, enter a proof of delivery number.

5. In the Payment Reference Number field, enter a payment reference number.

6. 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.
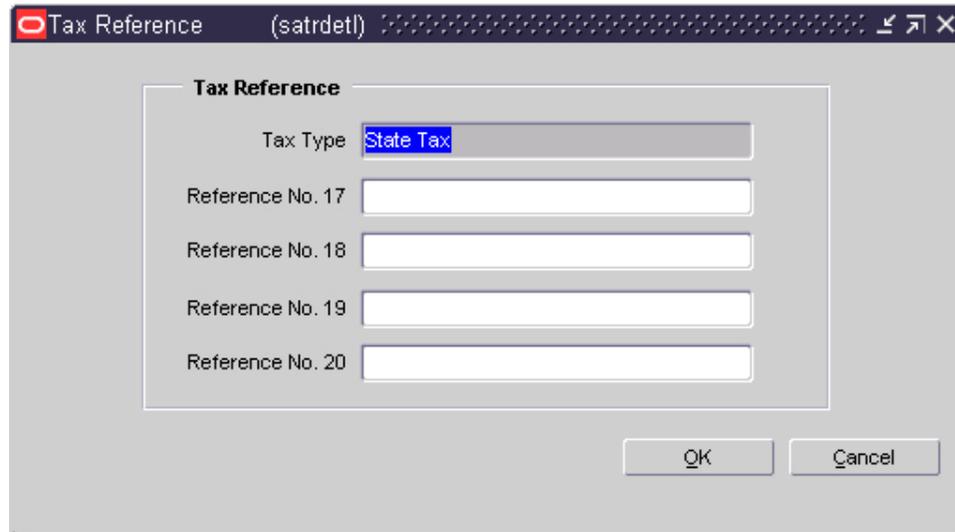
Tax Reference Window

   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 Window

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 [icon] 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.


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 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 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.
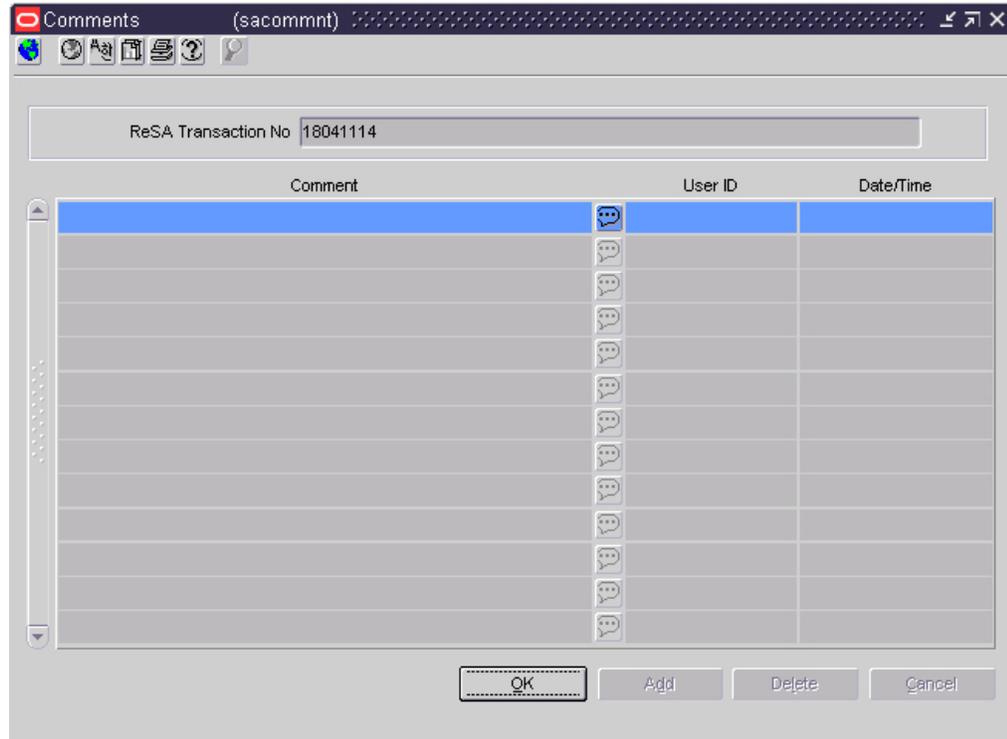
**Comments Window**

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.


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.

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 Window

2. 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 Window

1. 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 [icon] 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 [icon] 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 ReferenceWindow

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.


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.

7

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.

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.

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.

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.

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.

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.

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.