

**Oracle[®] Retail Sales Audit
User Guide
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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

You can find more information about this product in these resources:

- 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 User Guide
- Oracle Retail Trade Management User Guide

Customer Support

- <https://metalink.oracle.com>

When contacting Customer Support, please provide:

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

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.

Business Process

System administration

- Edit sales audit system options
- Add escheatment details
- Add field level access by role
- Add error codes
- Add an impacted system

Rule maintenance

- Define the totals calculation definition
- Approve the totals calculation definition
- Define the audit rules
- Approve the audit rules

Store/day audits

- Search for a store/day
- Maintain the store/day
- Maintain the balancing level
- Maintain the error list

Transaction maintenance

- Maintain a transaction
- Create a transaction

Audit trails

- Maintain import/export files
- Perform mass changes to an item summary

ACH maintenance

- Create a bank/store relationship
- Edit a store transaction amount

Navigate Sales Audit

This section describes how to navigate within Sales Audit. The following topics are included:

- Instructions to log on to and exit Sales Audit
- Instructions to navigate within a window
- Instructions to sort and filter columns

Log on to and exit Sales Audit

Note: The way that you access Sales Audit depends on how the system is set up at your location. Contact your system administrator for instructions. After you have started Sales Audit, you are prompted to log on to the system.

Log on to Sales Audit

1. On the Login window, enter your user name in the Username field.
2. In the Password field, enter your password.
3. In the Connect String field, enter the connect string for the application.
4. Click **Logon**. The Oracle Retail Enterprise Start window is displayed.

Exit Sales Audit

1. From the Action menu, select Close.
2. Select Close until the application closes.

Navigate within a window

Use a drop-down list

Some fields can accept values only from a predefined list of options. Such fields have a down arrow  button on the right side of the field.

1. Click the down arrow  button. A drop-down list of options displays.
2. Select a value from the drop-down list. The selected option is entered in the appropriate field.

Use a List of Values button

The List of Values  button is found to the right of a field. The button displays all defined values or options available for the field. The List of Values button is often referred to as a LOV button.

Security in lists of value

Lists of values for items and locations are limited by the security levels assigned to your user group. Other types of lists of values, such as supplier LOVs, are not limited by security levels.

1. Click the LOV  button. A list of options is displayed.

Note: The list of values is empty if no values are defined for the list.

2. Select an option from the list.
3. Click **OK**. The selected option is entered in the appropriate field.

Note: You may also double click on an option in the list to populate a field.

Sort information

Many windows use column headings that are also buttons. Column heading buttons are used to sort table data.

1. To sort the list, click any column heading button. You can only sort by one column at a time.
2. To reverse the current sort order, click the same column heading button again.

System Variables

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 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.

The screenshot shows the 'Error Definition' window with a table of error codes. The table has columns for Error, Description, Recommended Solution, Form, Tab, Override (Store, HQ), and System Required. Below the table is a form for editing an error code, with fields for Error, Rec. Solution, Form, Tab, and checkboxes for Store Override and HQ Override. Buttons for Apply, Delete, OK, Add, System Impact, and Cancel are also visible.

Error	Description	Recommended Solution	Form	Tab	Override		System Required
					Store	HQ	
ADS_TEMP_RULE_ERROR	ADS rule error test 1		Transaction Detail	Item	<input type="checkbox"/>	<input 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_FIL_STIN	CATT record File Line Identifier - Non-n	This input file is corrupt and can not			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CATT_IN_ILLEGAL_POS	Partial Transaction. CATT record in illeg	Input file is corrupt. A CATT record n	Transaction Detail	Customer	<input 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 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 a Cu	Delete the Customer record from this	Transaction Detail	Customer	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLOSE_NO_TAX	Close Transactions should not have Ta	Delete the Tax record from this trans	Transaction Detail	Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 (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

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	dealorol1b	0.0161	EA	-1.00	Return	0.00	<0.0161>	<input type="checkbox"/> <input type="checkbox"/>
ITEM	100280142	dealorol1b	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	

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

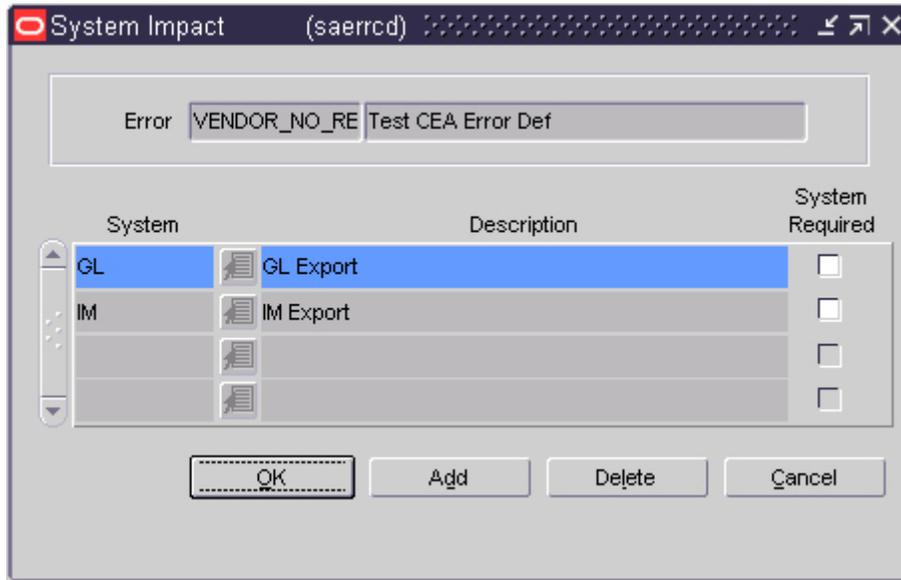
7. If a store employee can override the error, select the Store Override check box.
8. If a headquarters employee can override the error, select the HQ Override check box.
9. Click **Apply**. The new error code record is added to the table.
10. Add impacted systems as necessary.
11. Click **OK** to save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

Add an impacted system

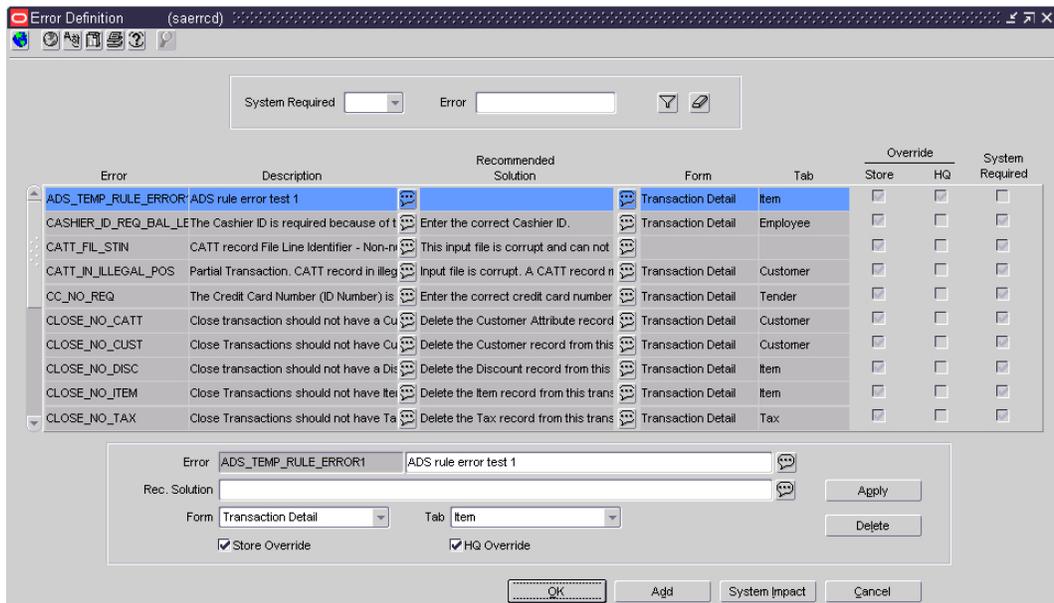
Navigate: From the main menu, select Action > Sales Audit > Control > System > Error Code Maintenance > Edit. The Error Definition window opens.

Select an error code from the table.

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



System Impact Window



Error Definition Window

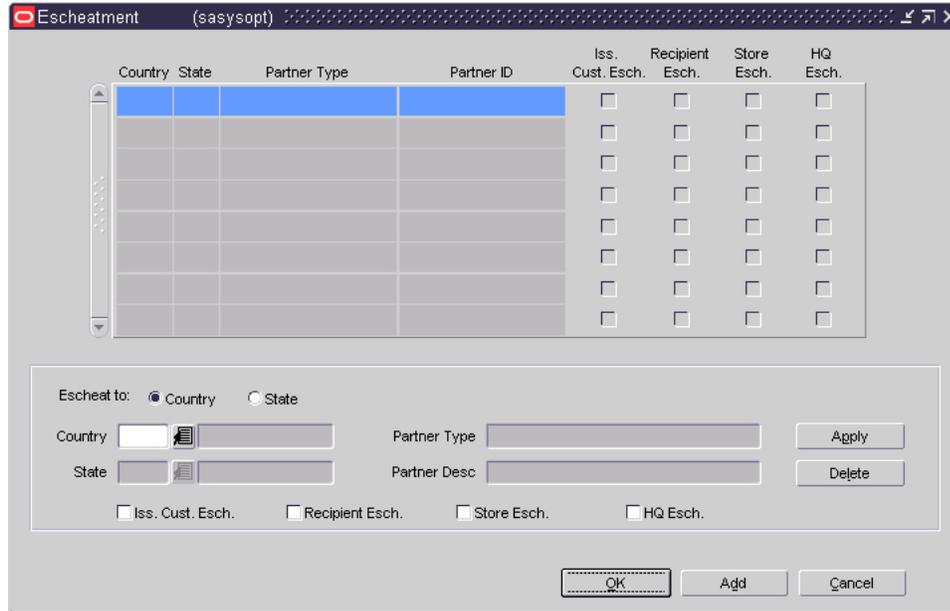
1. Click **Add**.
2. On the next available line, enter the system name, or click the LOV  button and select one from the list.
3. If the system is required, select the System Required check box.
4. Click **OK** to save your changes and close the window.

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.

The screenshot shows the 'Field Level Access' window with a table of roles and fields. The table has columns for Role, Field, Description, Display, Enable, and System Required. The first row is highlighted in blue.

Role	Field	Description	Display	Enable	System Required
CASHIER	BOS	Balance Level Over/Short Value	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CASHIER	EHO	Error List HQ Override	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CASHIER	ESO	Error List Store Override	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CASHIER	MH	Misc. HQ Reported	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CASHIER	MS	Misc. Store Reported	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CASHIER	OSA	O/S Actual O/S Value	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CASHIER	OSH	O/S HQ Reported	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CASHIER	OSS	O/S Store Reported	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CASHIER	OST	O/S Trial O/S Value	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEVELOPER	BOS	Balance Level Over/Short Value	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEVELOPER	EHO	Error List HQ Override	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DEVELOPER	ESO	Error List Store Override	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEVELOPER	MH	Misc. HQ Reported	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DEVELOPER	MS	Misc. Store Reported	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table, there are input fields for Role (CASHIER) and Field (BOS) with a dropdown arrow. To the right, there are checkboxes for Display (checked), Enable, and System Required. At the bottom right, there are buttons for Apply, Delete Role, and Delete Field. At the bottom center, there are buttons for OK, Add Role, Add Field, and Cancel.

Field Level Access Window

Add a role to the system

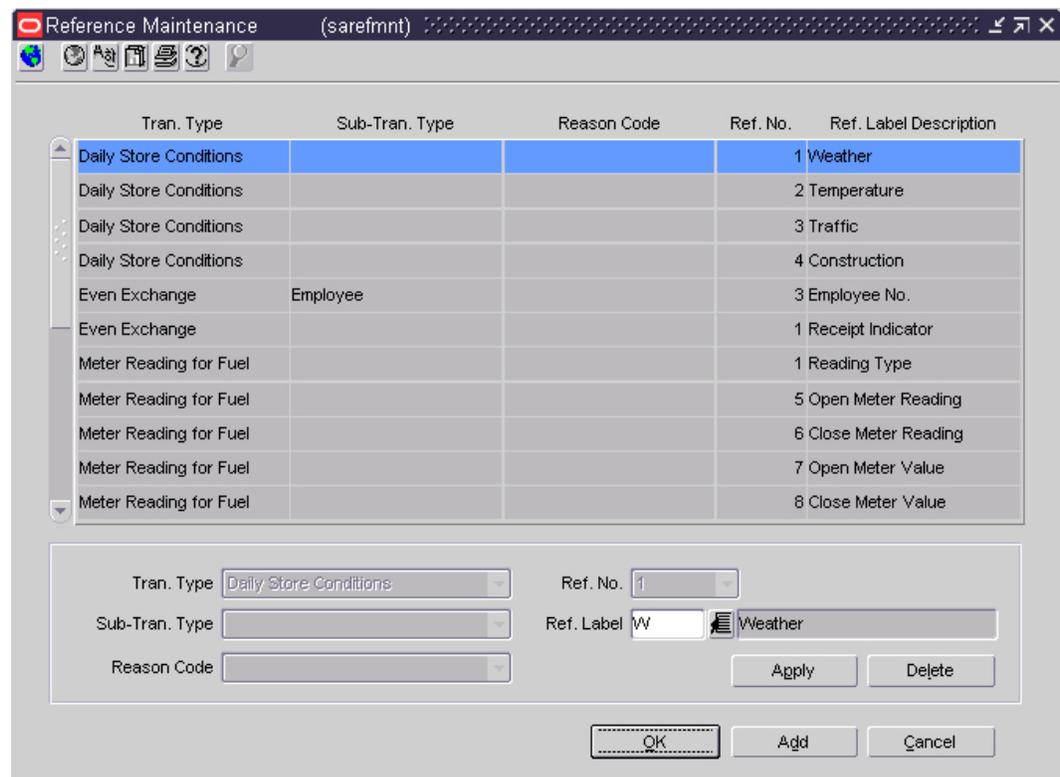
1. Click **Add Role** to enable the apply block.
2. In the Role field, enter a role ID, or click the LOV  button and select a role.
3. To display the role, select the Display check box.
4. To enable the role, select the Enable check box.
5. Click **Apply**.
6. Click **OK** to save your changes and close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



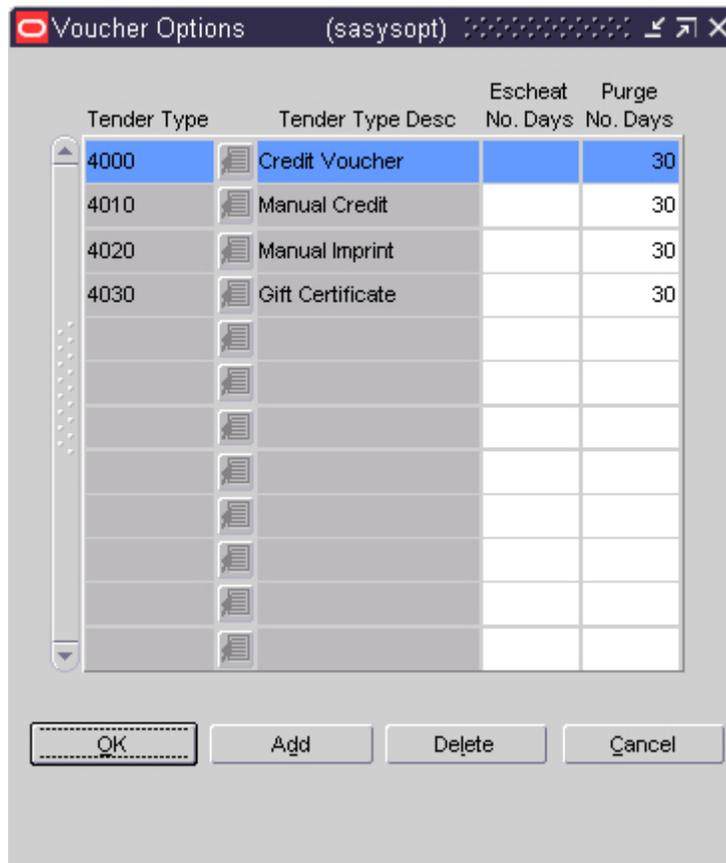
Reference Maintenance Window

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  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.



Tender Type	Tender Type Desc	Escheat No. Days	Purge No. Days
4000	Credit Voucher		30
4010	Manual Credit		30
4020	Manual Imprint		30
4030	Gift Certificate		30

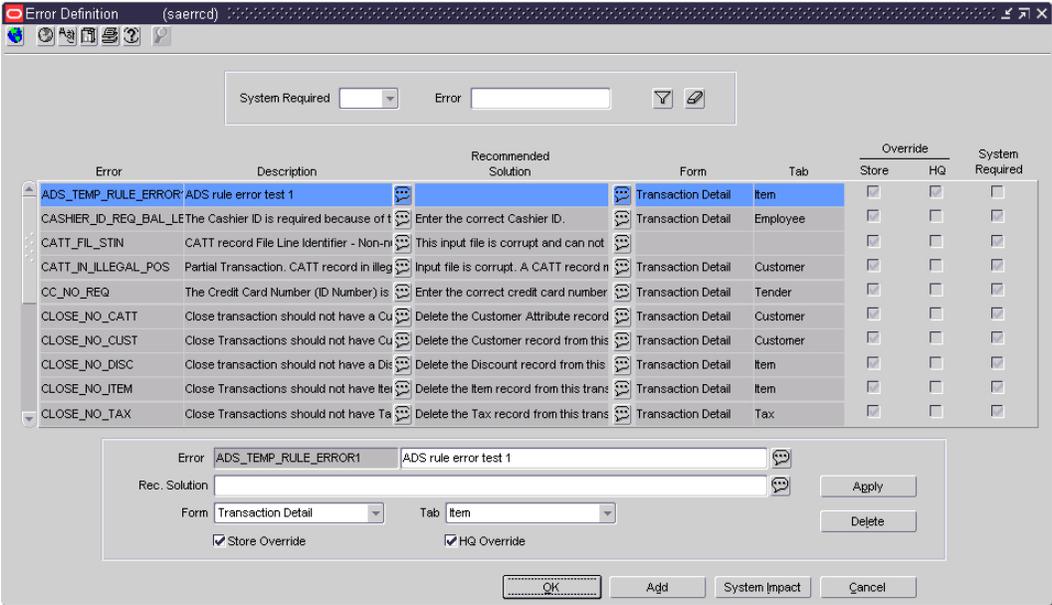
Buttons: OK, Add, Delete, Cancel

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.



The screenshot shows the 'Error Definition' window with a table of error codes. The table has columns for Error, Description, Recommended Solution, Form, Tab, Override (Store, HQ), and System Required. The first row is highlighted in blue.

Error	Description	Recommended Solution	Form	Tab	Override Store	Override HQ	System Required
ADS_TEMP_RULE_ERROR	ADS rule error test 1		Transaction Detail	Item	<input type="checkbox"/>	<input 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_FIL_STIN	CATT record File Line Identifier - Non-n	This input file is corrupt and can not	Transaction Detail	Customer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CATT_IN_ILLEGAL_POS	Partial Transaction. CATT record in illeg	Input file is corrupt. A CATT record n	Transaction Detail	Customer	<input 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 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 a Cu	Delete the Customer record from this	Transaction Detail	Customer	<input 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 ite	Delete the Item record from this trans	Transaction Detail	Item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLOSE_NO_TAX	Close Transactions should not have Ta	Delete the Tax record from this trans	Transaction Detail	Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

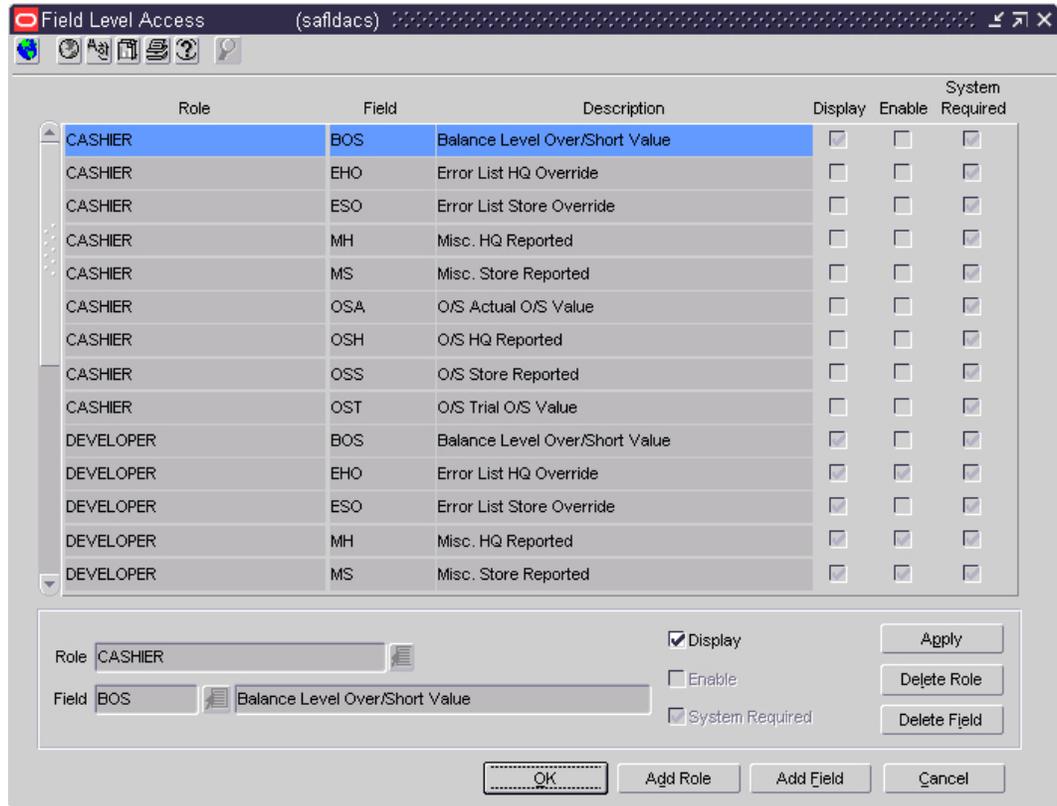
Below the table, there are input fields for Error (ADS_TEMP_RULE_ERROR1), Rec. Solution, Form (Transaction Detail), and Tab (Item). There are also checkboxes for Store Override and HQ Override, and buttons for Apply, Delete, OK, Add, System Impact, and Cancel.

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.

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

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 is a form with the following fields and controls:

- Tran. Type:
- Sub-Tran. Type:
- Reason Code:
- Ref. No.:
- Ref. Label: Weather
- Buttons: Apply, Delete, OK, Add, Cancel

Reference Maintenance Window

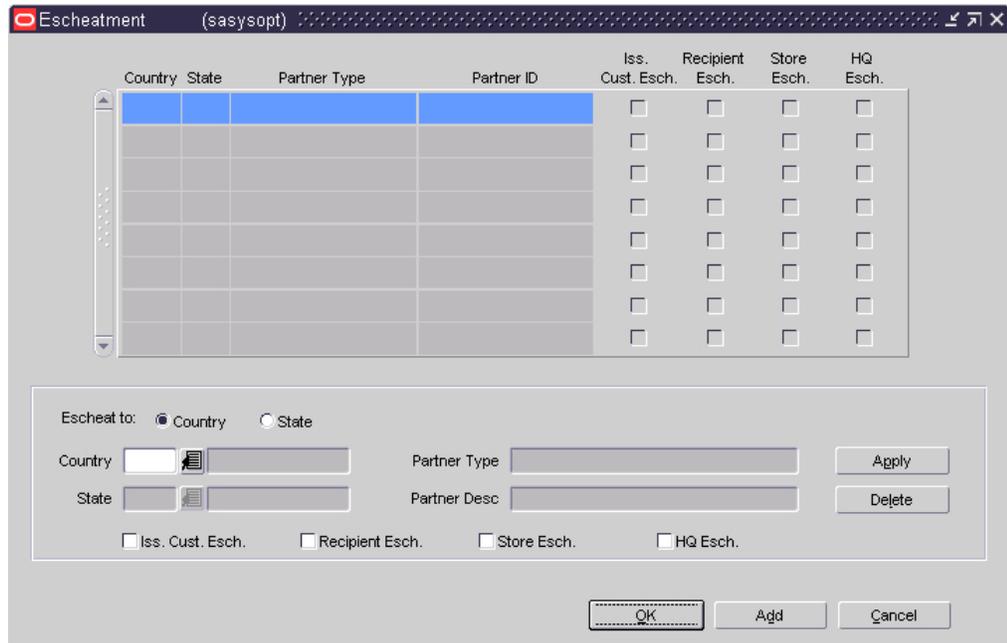
1. Use the scroll bar to view all the references for the transactions.
2. Click **OK** to close the window.

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.

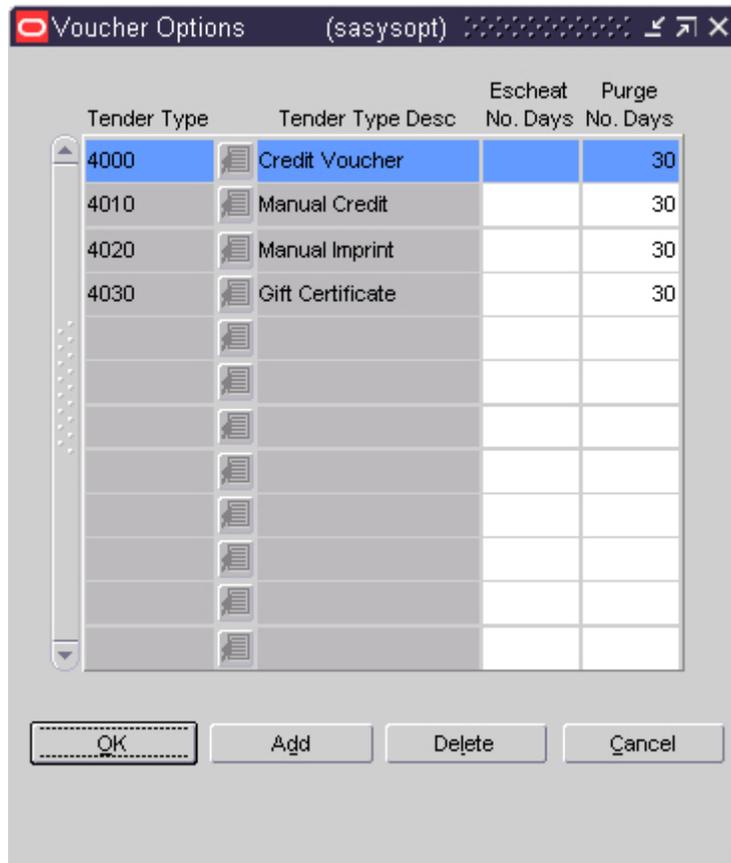
Sales Audit System Options Window

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.



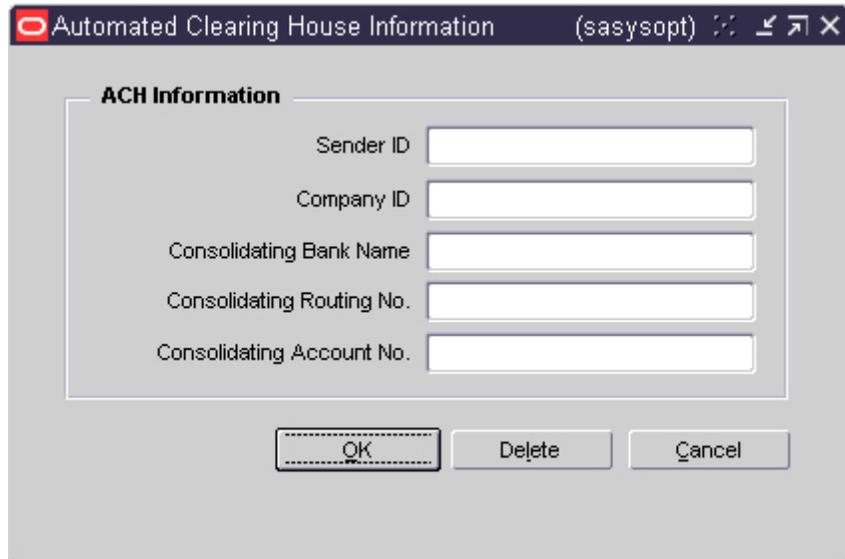
Escheatment Window

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



Voucher Options Window

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



The screenshot shows a dialog box titled "Automated Clearing House Information" with the user name "(sasysopt)". The dialog contains a section titled "ACH Information" with the following fields:

- Sender ID
- Company ID
- Consolidating Bank Name
- Consolidating Routing No.
- Consolidating Account No.

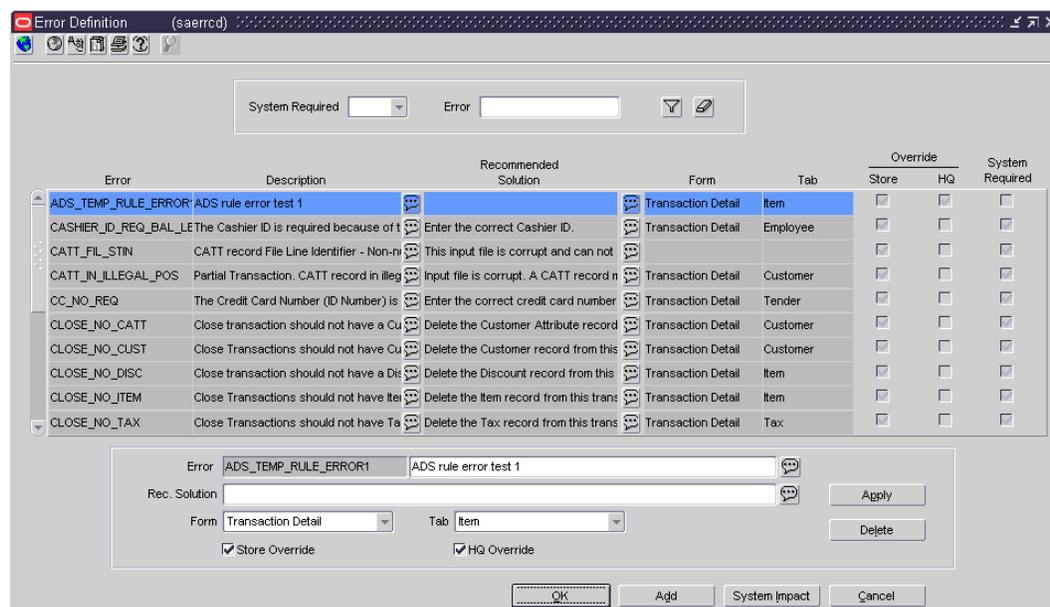
At the bottom of the dialog are three buttons: "OK", "Delete", and "Cancel". The "OK" button is highlighted with a dashed border.

Automated Clearing House Information Window

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

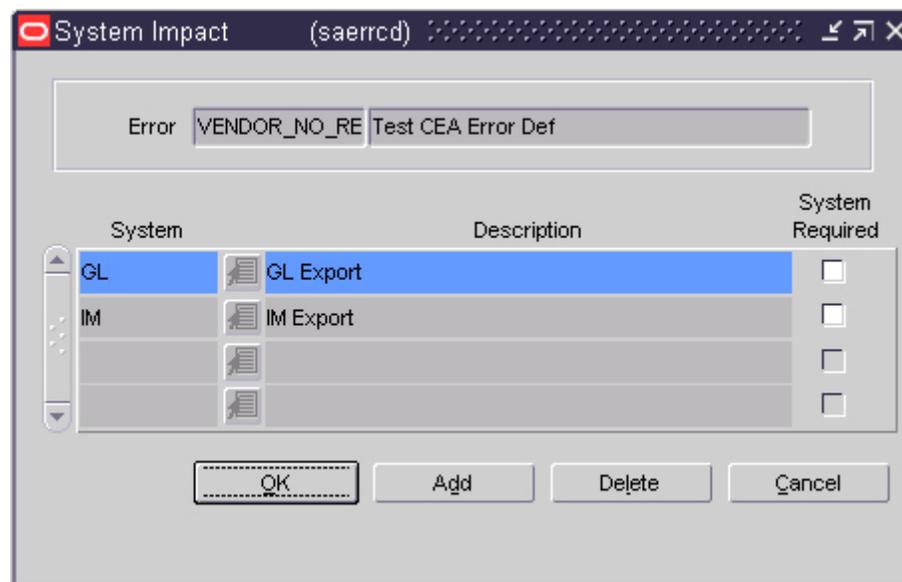
View the impacted systems for an error code

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



Error 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.

Sales Audit Maintenance

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 Sales Audit will report the results of the store day.

Business process

1. Add users to the system so that they may use Sales Audit. 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

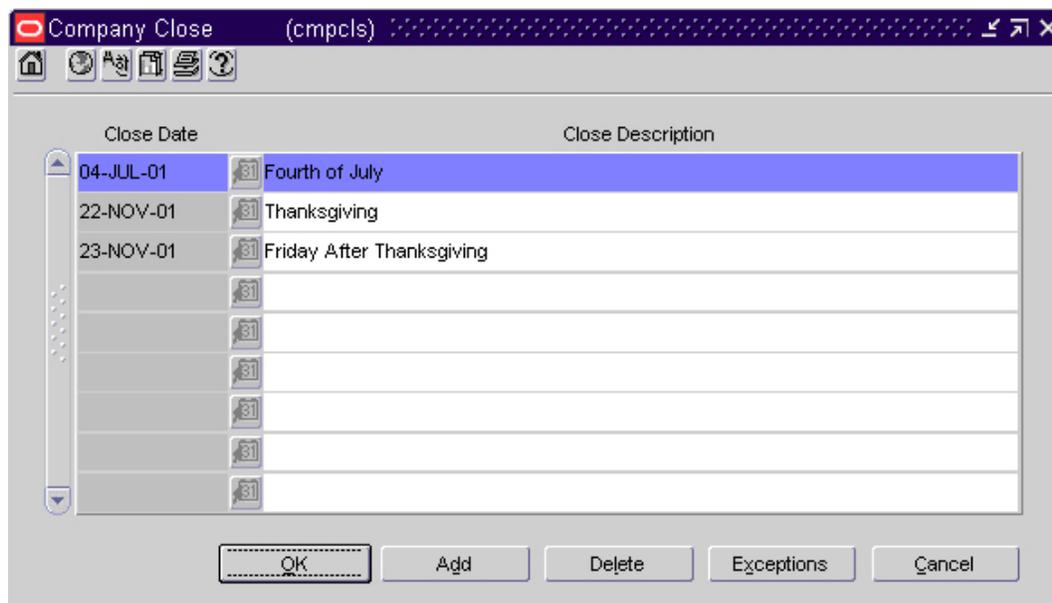
There are no reports pertaining sales audit maintenance.

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: [Dropdown]

Open For: Receiving or Shipping or Sales Search

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

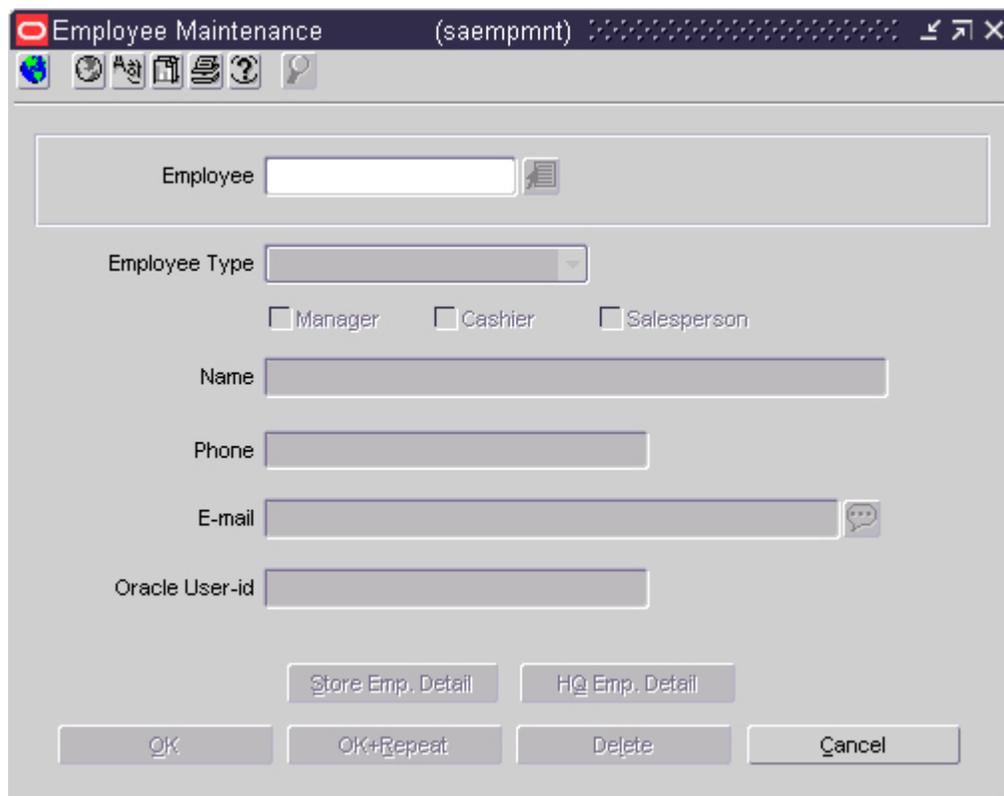
2. Click **Add** to enable the apply area.
3. In the Group Type field, select the type of group for which you are creating exceptions.
4. In the Type field, enter the ID of the group for which you are creating exceptions, or click the LOV  button and select a group.
5. In the Open For area, select the 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 the 'Employee Maintenance' window with the following fields and controls:

- Employee: [Text Input]
- Employee Type: [Dropdown]
- Manager Cashier Salesperson
- Name: [Text Input]
- Phone: [Text Input]
- E-mail: [Text Input]
- Oracle User-id: [Text Input]
- Buttons: Store Emp. Detail, HQ Emp. Detail, OK, OK+Repeat, Delete, 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.

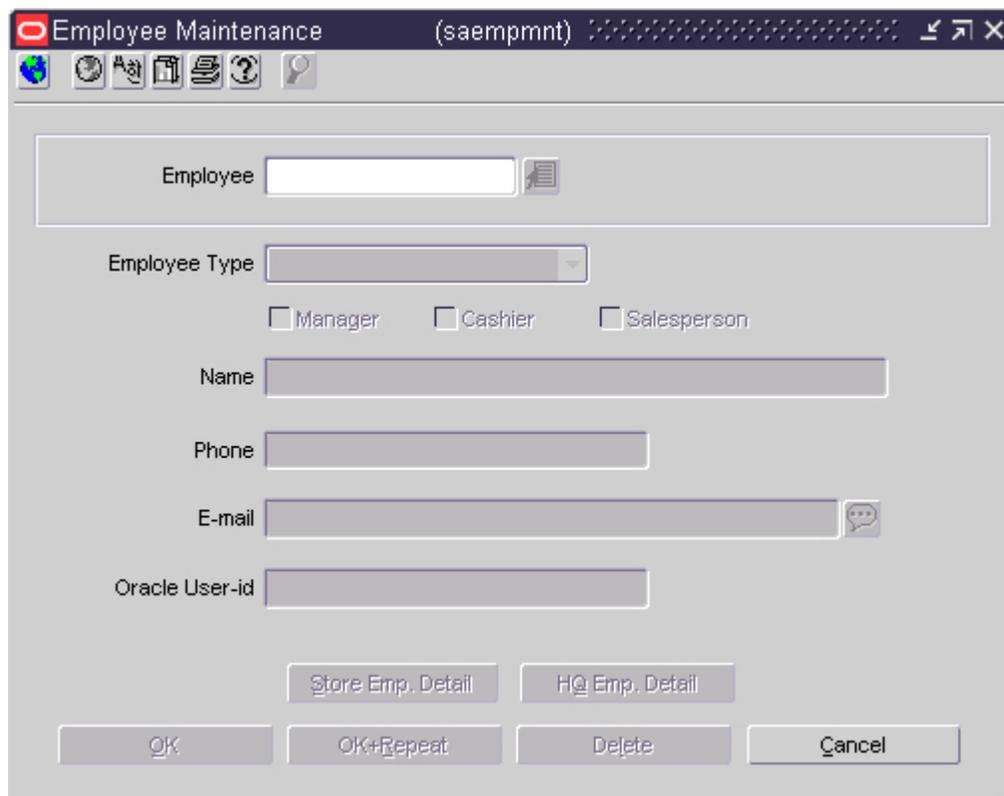
Store	Store Name	POS ID	Home Store
100000014	Baltimore	12345	<input type="checkbox"/>
100000024	Denver	12345	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

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.



Employee Maintenance (saempmnt)

Employee

Employee Type

Manager Cashier Salesperson

Name

Phone

E-mail

Oracle User-id

Store Emp. Detail HQ Emp. Detail

OK OK+Repeat Delete 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.

The screenshot shows a window titled "HQ Employee Details". At the top, there is a label "Employee" followed by two text boxes: the first contains "MANOHAR" and the second contains "Manohar A.P". Below this is a table with two columns: "Location Trait" and "Description". The table has five rows. The first row is highlighted in blue and contains the value "1" in the "Location Trait" column and "Ism Location Trait A" in the "Description" column. To the left of the table is a vertical scrollbar. To the right of the table, there are four small icons, each resembling a document with a plus sign. At the bottom of the window, there are four buttons: "OK", "Add", "Delete", and "Cancel".

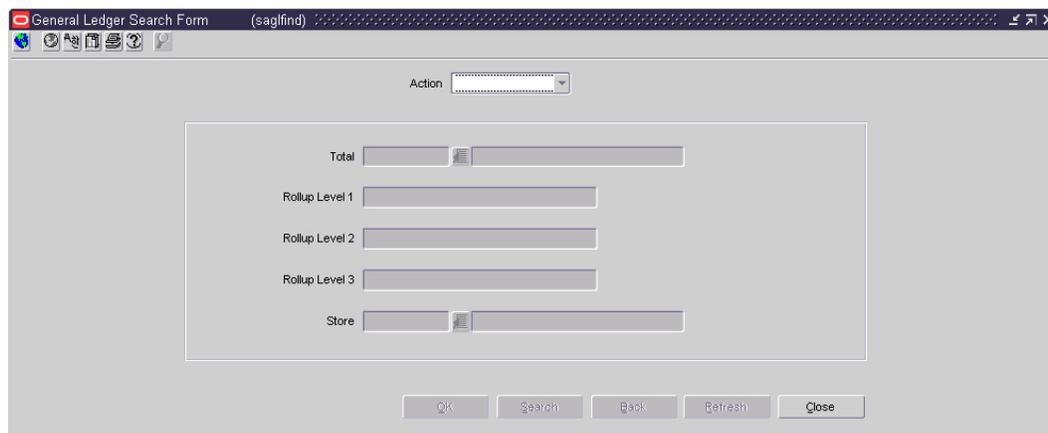
Location Trait	Description
1	Ism Location Trait A

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

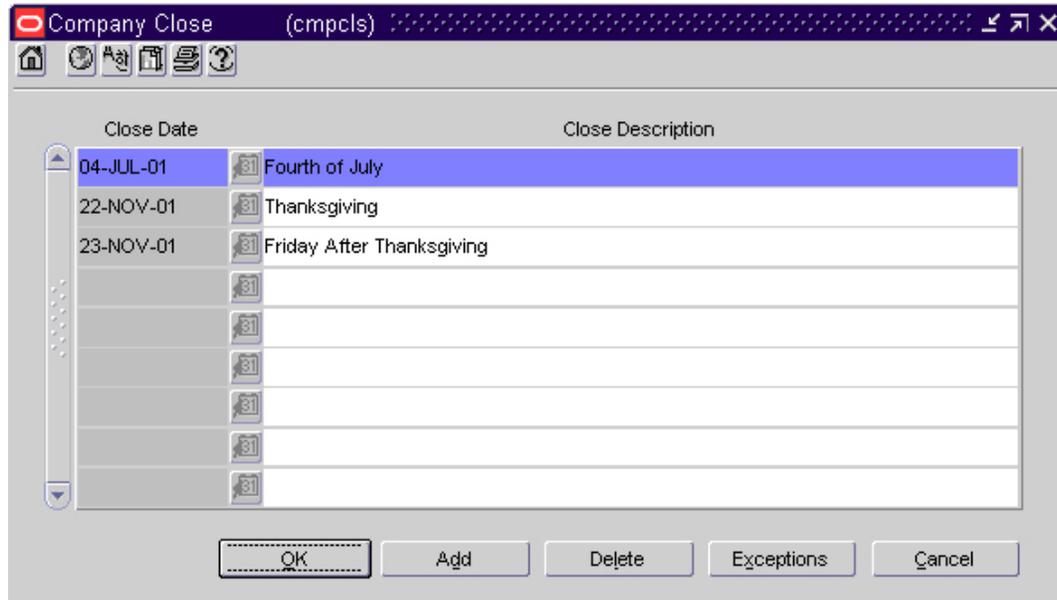
1. Click the Employee LOV  button and select the employee.
2. The selected employee information opens.

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 (cmclsexp)

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

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

Open For: Receiving or Shipping or Sales [Search]

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	222222223	W. ValueMart VWH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warehouse	222222224	W. Web VWH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warehouse	222222225	W. Catalog VWH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Group Type: Warehouse Physical Warehouse: 8888 [Text Box] 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.

The screenshot shows the 'GL Account Maintenance' window with the following fields and controls:

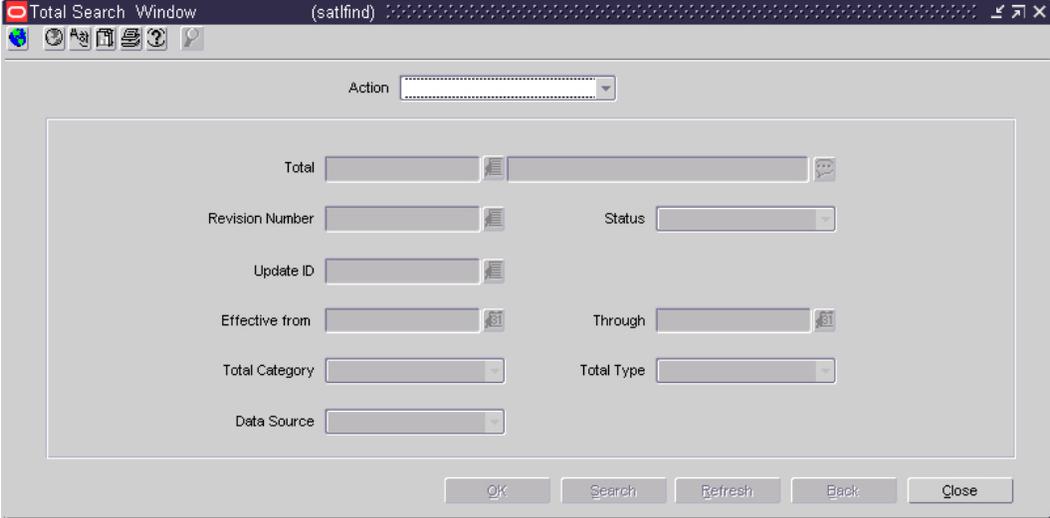
- Total:** Dropdown menu set to '-1', button 'All Totals'.
- Store:** Dropdown menu set to '-1', button 'All Stores'.
- Rollup Levels:** Three dropdown menus labeled 'Rollup Level 1', 'Rollup Level 2', and 'Rollup Level 3', each set to '-1'.
- Debit CCID:** Input field.
- Credit CCID:** Input field.
- Sequences:** Two columns of input fields labeled 'Sequence 1' through 'Sequence 10'.
- Buttons:** 'OK', 'OK+Repeat', 'Delete', and 'Cancel' at the bottom.

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.

Create a totals calculation definition

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



The screenshot shows a window titled "Total Search Window" with a standard Windows-style title bar. Below the title bar is a toolbar with several icons. The main area of the window contains a form with the following fields:

- Action:** A dropdown menu.
- Total:** A text input field with a list icon to its right.
- Revision Number:** A text input field with a list icon to its right.
- Status:** A dropdown menu.
- Update ID:** A text input field with a list icon to its right.
- Effective from:** A date input field with a calendar icon to its right.
- Through:** A date input field with a calendar icon to its right.
- Total Category:** A dropdown menu.
- Total Type:** A dropdown menu.
- Data Source:** A dropdown menu.

At the bottom of the window, there are five buttons: **OK**, **Search**, **Refresh**, **Back**, and **Close**.

Total Search Window

1. In the Action menu, select New.
2. 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  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 Overview

Total: 202 350Z TOTAL Status: Submitted

Version: 10

Start Date: 01-MAR-2001 End Date: 09-MAR-2001 User ID: RMSPRD101A_USER Update Date/Time: 19-DEC-2003 08:55:34

Total Category: Over/Short

Is this total a component of Over/Short or a Miscellaneous total?

Over/Short Miscellaneous

Over/Short

Over/Short Group: Accountable For

Operator: *

Is this total based on 'raw' data or an existing total?

Raw Data Existing Total

Skip to Page: [] Page 1 of 11. < Back Next > Finish Cancel

The Total Definition Wizard allows you to define the totals 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 total.

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.

Total Overview

Total: 202 350Z TOTAL

Status: Submitted

Version: 10

Start Date: 01-MAR-2001 End Date: 09-MAR-2001 User ID: RMSPRD101A_USER Update Date/Time: 19-DEC-2003 08:55:34

Total Category: Over/Short

Is this total a component of Over/Short or a Miscellaneous total?

Over/Short Miscellaneous

Over/Short

Over/Short Group: Accountable For

Operator: +

Is this total based on 'raw' data or an existing total?

Raw Data Existing Total

Skip to Page: [dropdown]

Page 1 of 11. < Back Next > Finish Cancel

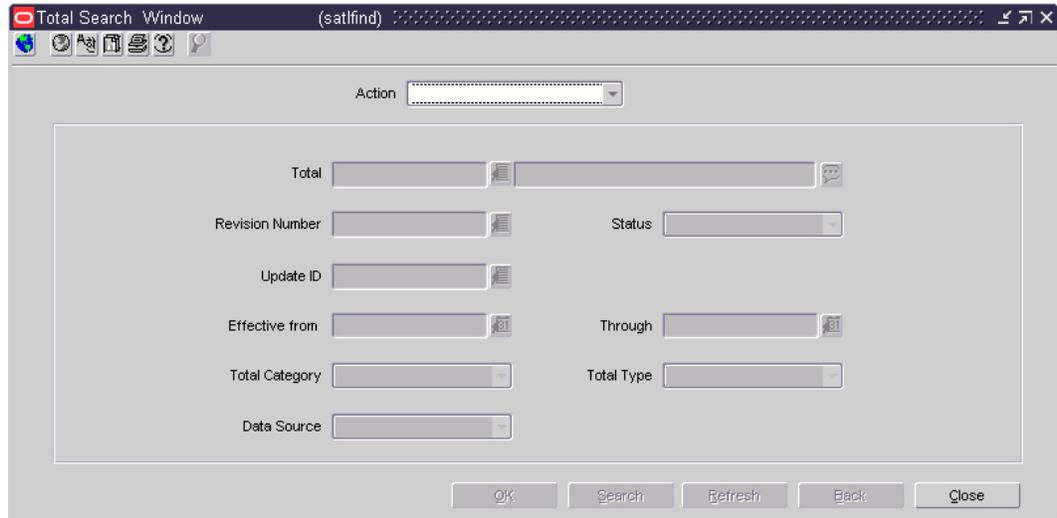
The Total Definition Wizard allows you to define the totals you will be using in your sales auditing process. This is a complicated process that requires familiarity with ReSA. In this screen, you define the overview information for the total.

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 Overview

Total: 202 350Z TOTAL

Status: Submitted

Version: 10

Start Date: 01-MAR-2001 End Date: 09-MAR-2001 User ID: RMSPRD101A_USER Update Date/Time: 19-DEC-2003 08:55:34

Total Category: Over/Short

Is this total a component of Over/Short or a Miscellaneous total?

Over/Short Miscellaneous

Over/Short

Over/Short Group: Accountable For

Operator: +

Is this total based on 'raw' data or an existing total?

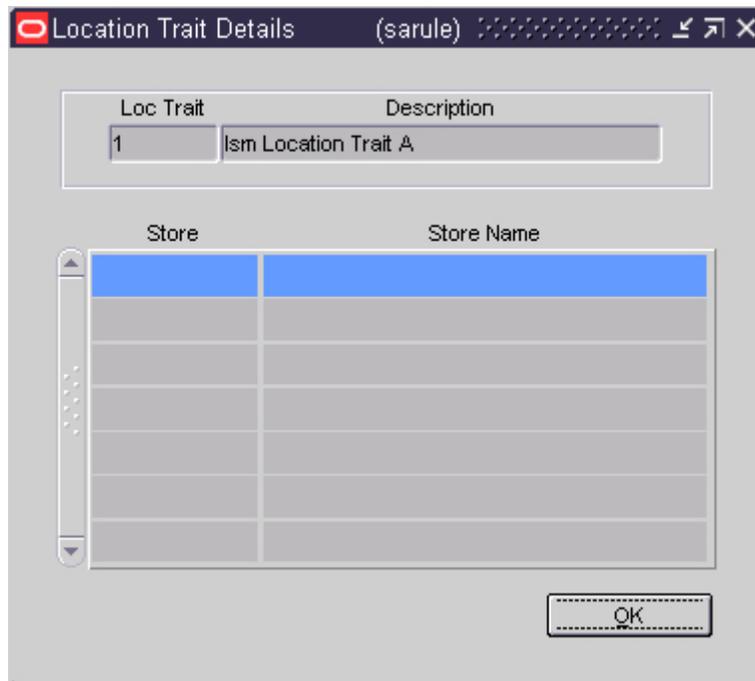
Raw Data Existing Total

Skip to Page: [] Page 1 of 11. < Back Next > Finish Cancel

The Total Definition Wizard allows you to define the totals 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 total.

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.

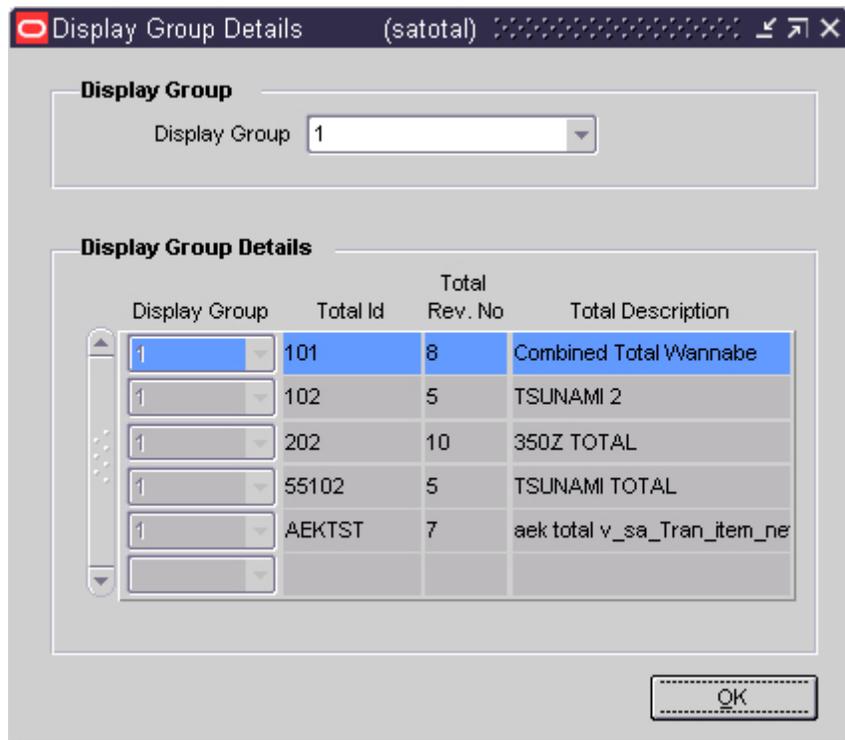
The screenshot shows the 'Total Calculation Definition Wizard (satotal)' window. The main area is titled 'Total Overview' and contains the following fields and options:

- Total:** 202 (Year), 350Z TOTAL (Code)
- Status:** Submitted
- Version:** 10
- Start Date:** 01-MAR-2001
- End Date:** 09-MAR-2001
- User ID:** RMSPRD101A_USER
- Update Date/Time:** 19-DEC-2003 08:55:34
- Total Category:** Over/Short (dropdown menu)
- Is this total a component of Over/Short or a Miscellaneous total?**
 - Over/Short
 - Miscellaneous
- Over/Short** (Section Header)
 - Over/Short Group:** Accountable For (dropdown menu)
 - Operator:** + (dropdown menu)
- Is this total based on 'raw' data or an existing total?**
 - Raw Data
 - Existing Total

At the bottom of the window, there is a 'Skip to Page' dropdown, 'Page 1 of 11', and navigation buttons: '< Back', 'Next >', 'Finish', and 'Cancel'. A text box on the right side of the wizard provides instructions: 'The Total Definition Wizard allows you to define the totals 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 total.'

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.

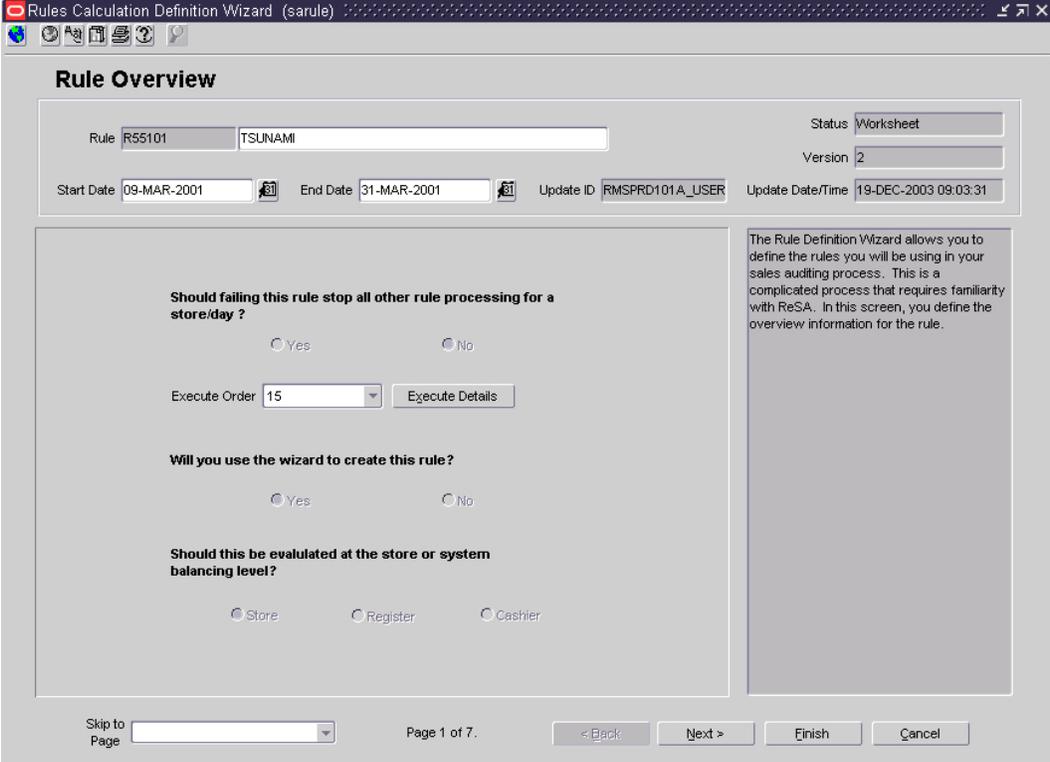
Review the audit rules

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 Registrar Cashier

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

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.

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.

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

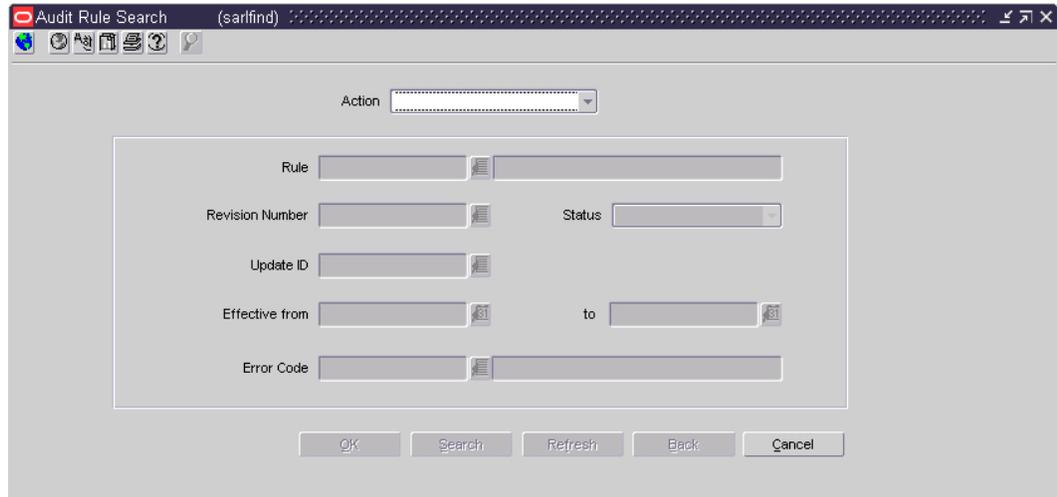
- Rule Overview:**
 - Rule: R55101 | TSUNAMI
 - Status: Worksheet
 - Version: 2
 - Start Date: 09-MAR-2001 | End Date: 31-MAR-2001
 - Update ID: RMSPRD101A_USER | Update Date/Time: 19-DEC-2003 09:03:31
- Should failing this rule stop all other rule processing for a store/day ?**
 - Yes
 - No
- Execute Order:** 15 (dropdown menu) | Execute Details button
- 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, < Back, Next >, Finish, Cancel buttons.

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.

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

- Rule Overview**
- Rule: RS5101 | 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

Configuration questions and options:

- 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

Navigation and status:

- Skip to Page: [dropdown]
- Page 1 of 7.
- Buttons: < Back, Next >, Finish, Cancel

Help text on the right: 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.

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.

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
- Configuration Questions:**
 - Should failing this rule stop all other rule processing for a store/day? (Radio buttons: Yes, No)
 - Execute Order: 15 (Dropdown menu) | Execute Details (Button)
 - Will you use the wizard to create this rule? (Radio buttons: Yes, No)
 - Should this be evaluated at the store or system balancing level? (Radio buttons: Store, Register, Cashier)
- Navigation:**
 - Skip to Page: (Dropdown menu)
 - Page 1 of 7.
 - Buttons: < Back, Next >, Finish, Cancel
- Help Text:** 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.

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.

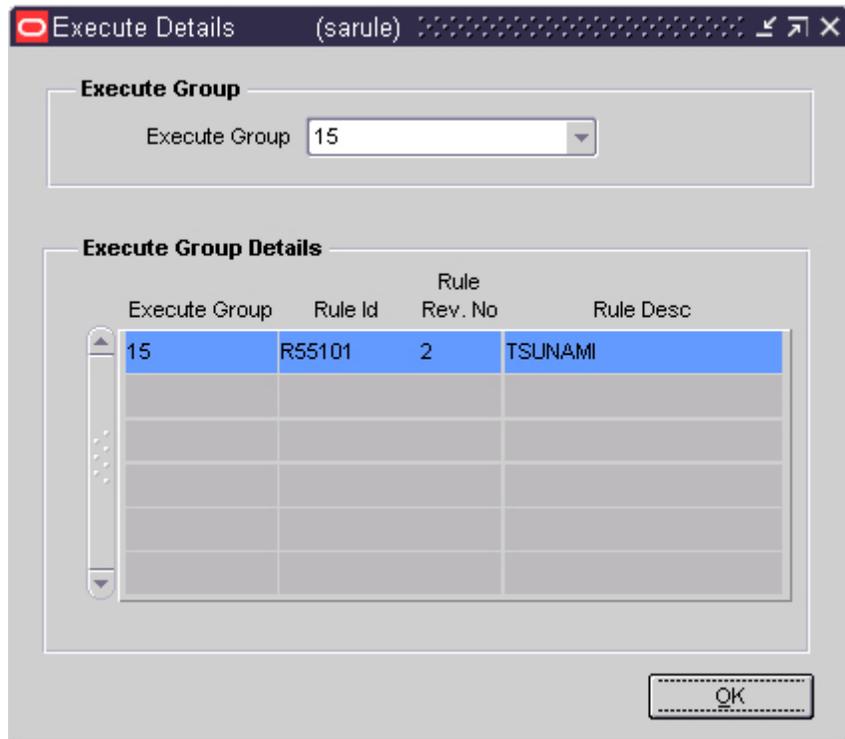
View the execute group details

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.

Store/day Close Audit

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 Sales Audit 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

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

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.

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.

Audit Trail

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.

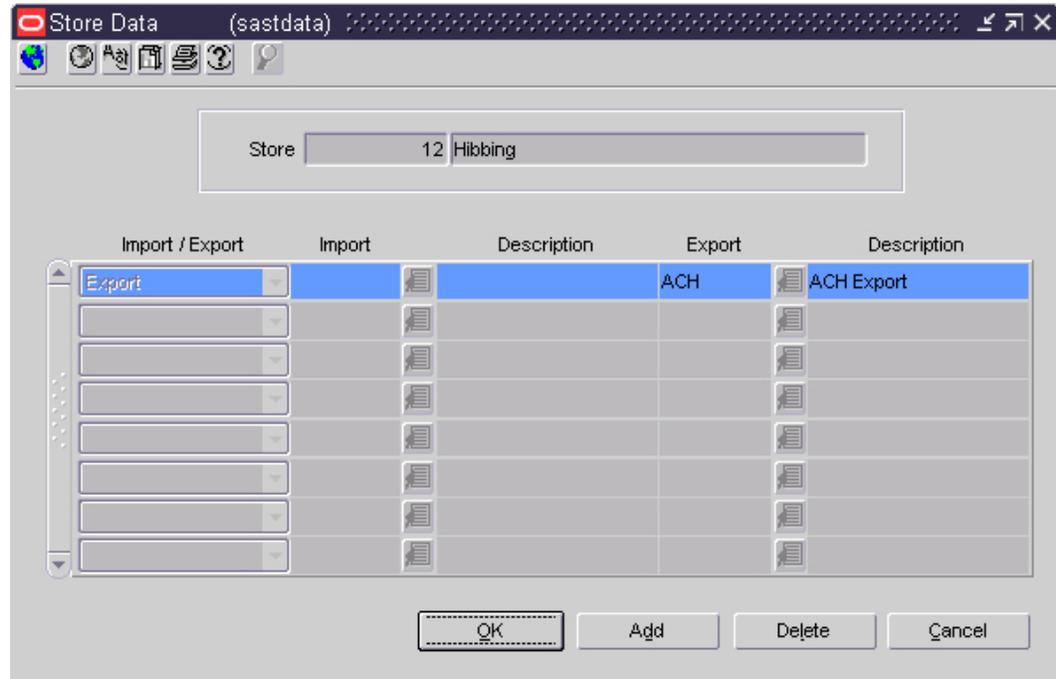
Maintain an import/export data file for a store

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.

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.

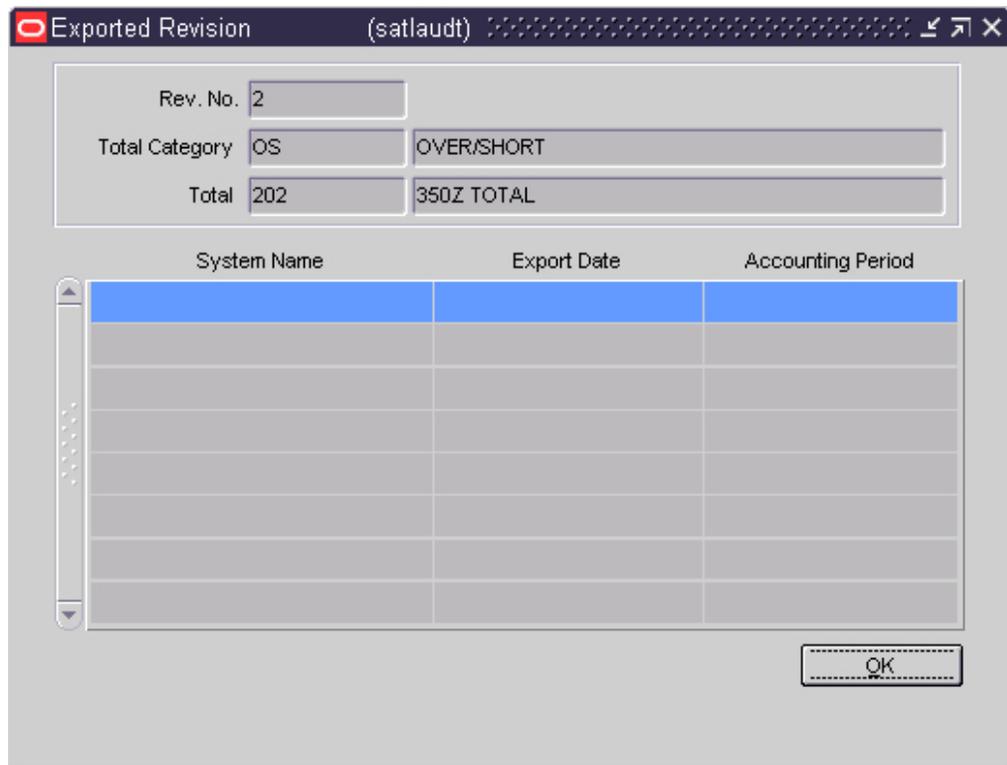
Select a total from the table.

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

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 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

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.

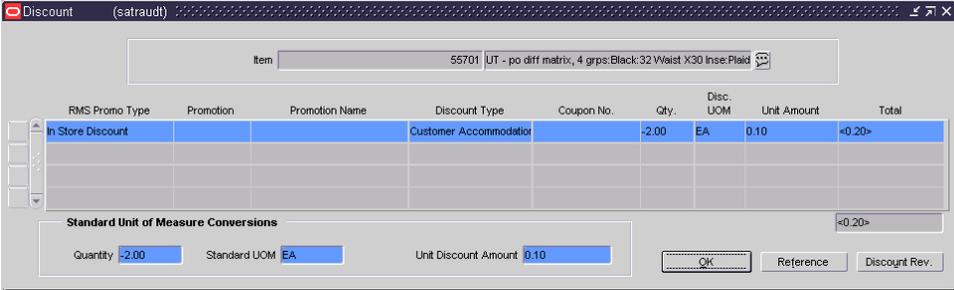


Item Revision Window

- **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.



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

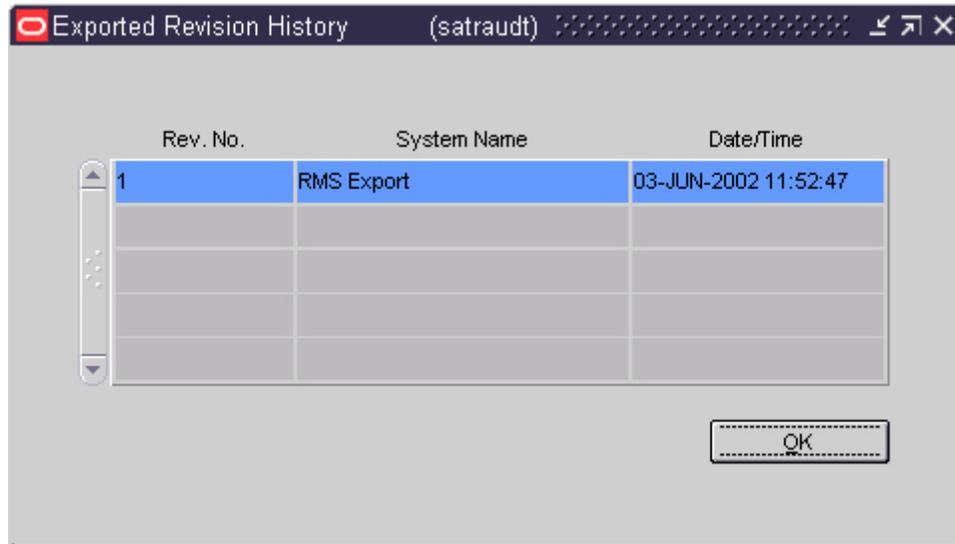
Tender Revisions Window

- **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.



Export Revision History Window

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

Transaction Maintenance

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"/> <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		

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.

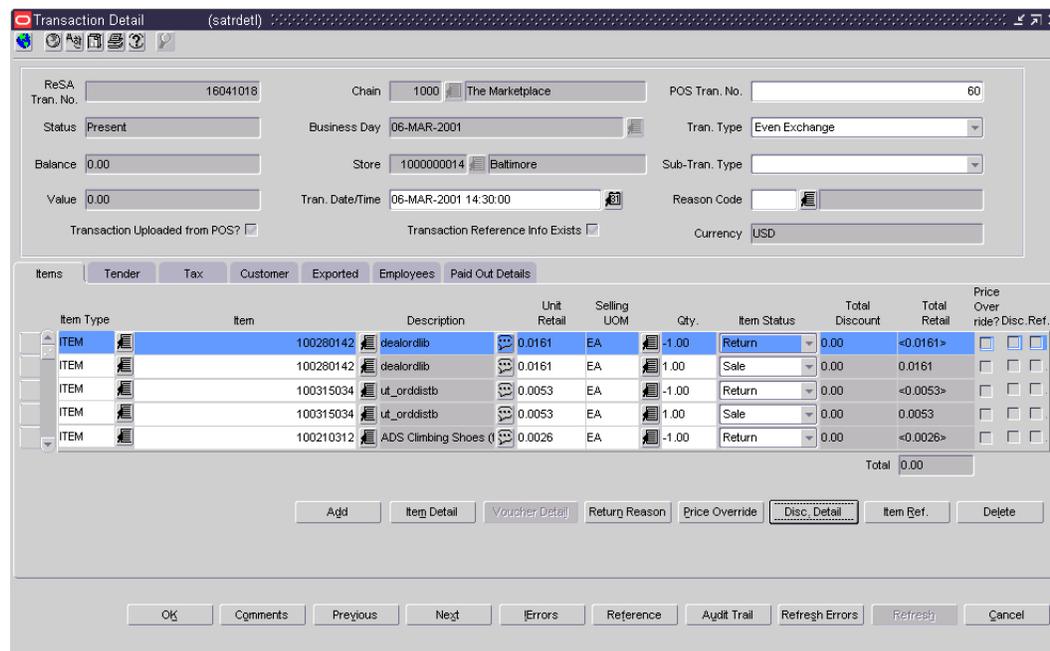
Note: Depending on the type of transaction you select, additional fields may be enabled. Enter the appropriate information in the enabled fields.

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.

The screenshot shows the 'Item Detail' window with the following fields and options:

- Item:** 55709 UT - po diff matrix, 4 grps:Black:32 Waist X 34 Ins
- Item Type:** ITEM
- UOM:** EA
- Department:** 1414 Activewear
- Class:** 1000 Sports Clothes
- Subclass:** 1000 Mens Sports Clothes
- Standard Unit of Measure Conversions:**
 - Standard UOM: EA
 - Quantity: 2.00
 - Unit Retail: 1.00
- Checkboxes:**
 - Swiped or scanned at POS?
 - Taxable at this location?
 - This item part of a drop shipment?
- Buttons:** OK

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.

The screenshot shows the 'Item Reference' window with the following fields and options:

- Item:** 100280142 dealordlib
- Item Reference:**
 - Reference No. 5
 - Reference No. 6
 - Reference No. 7
 - Reference No. 8
 - Fuel Pump
- Buttons:** OK, Cancel

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.

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.

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

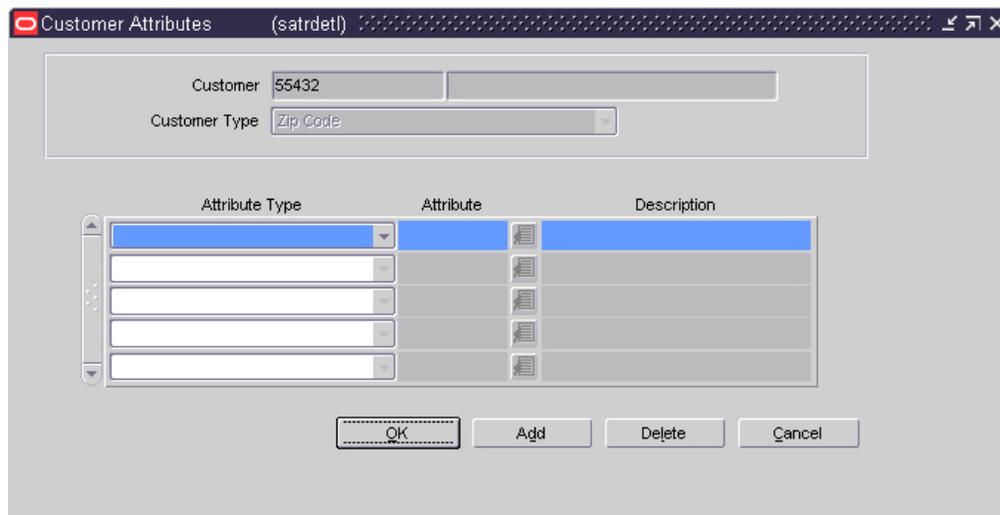
The 'Items' tab is selected, showing a table with the following data:

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"/> <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: Agd, 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 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.



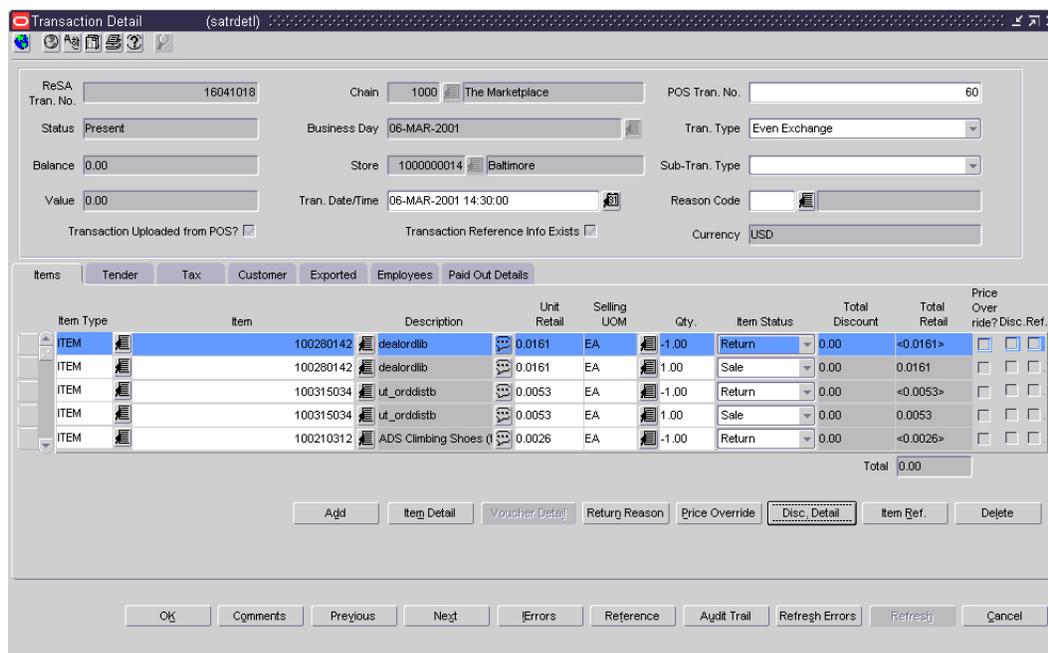
Customer Attributes Window

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.



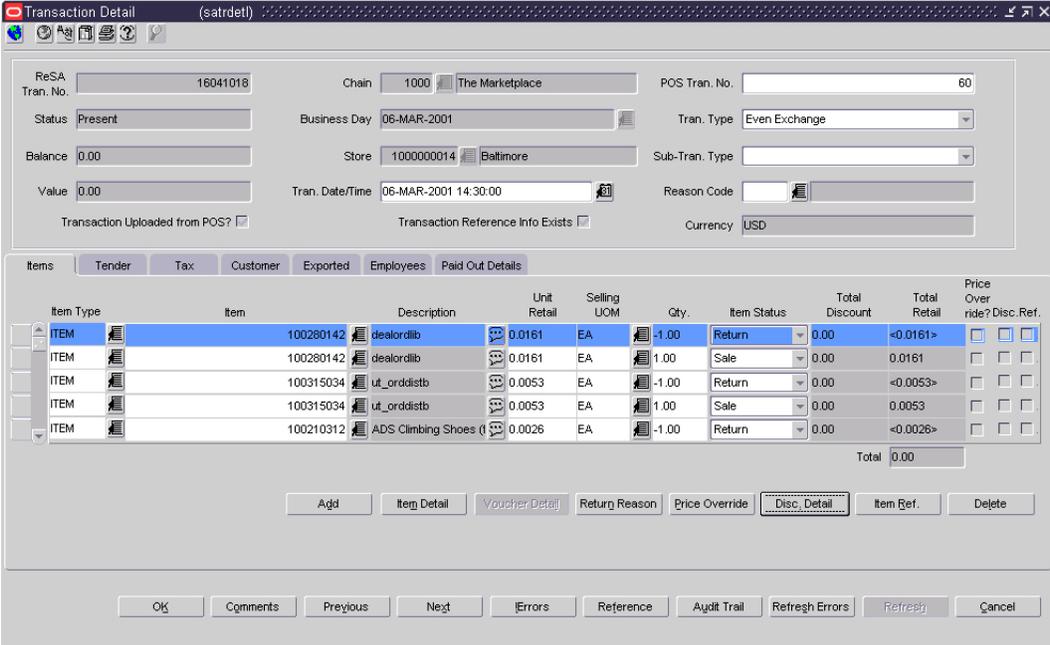
Transaction Detail Window

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.



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: 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 of items:

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 (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, Ok, Comments, Previous, Next, Errors, Reference, Audit Trail, Refresh Errors, Refresh, Cancel

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

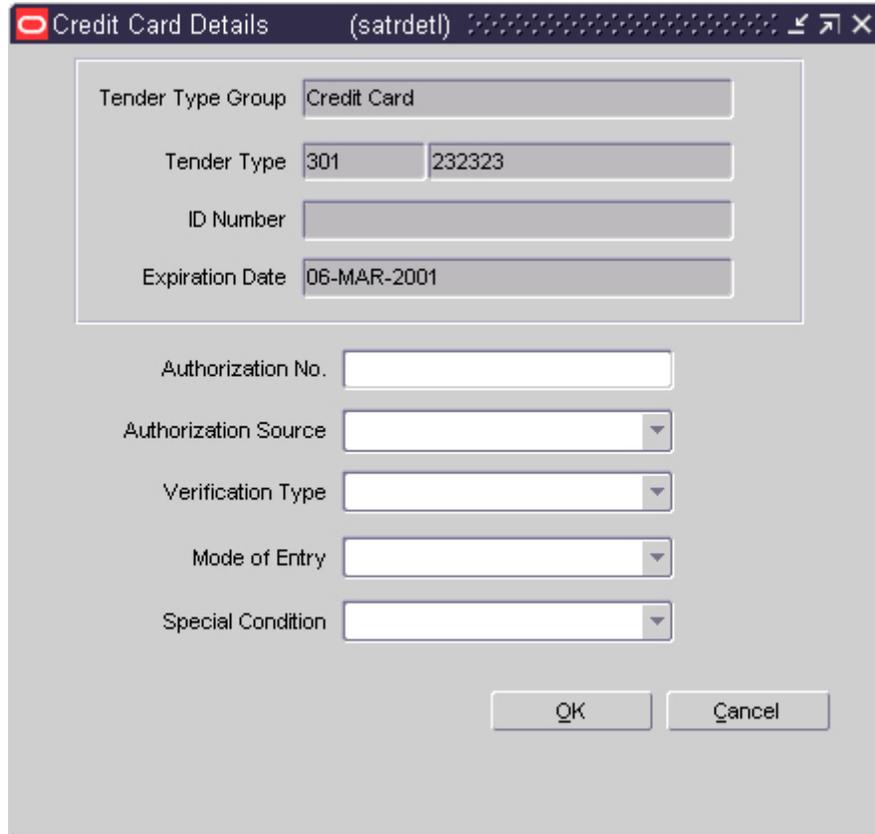
Navigate: From the main menu, select Action > Sales Audit > Additional Operations > Transaction Maintenance. The Transaction Find window opens.

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

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 (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 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.



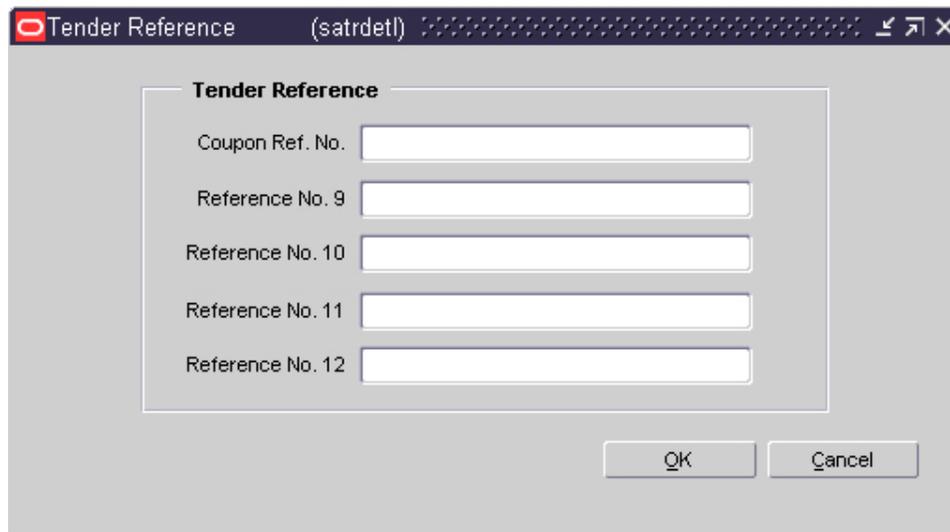
The screenshot shows a dialog box titled "Credit Card Details (satrdetl)". It contains the following fields and values:

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

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.



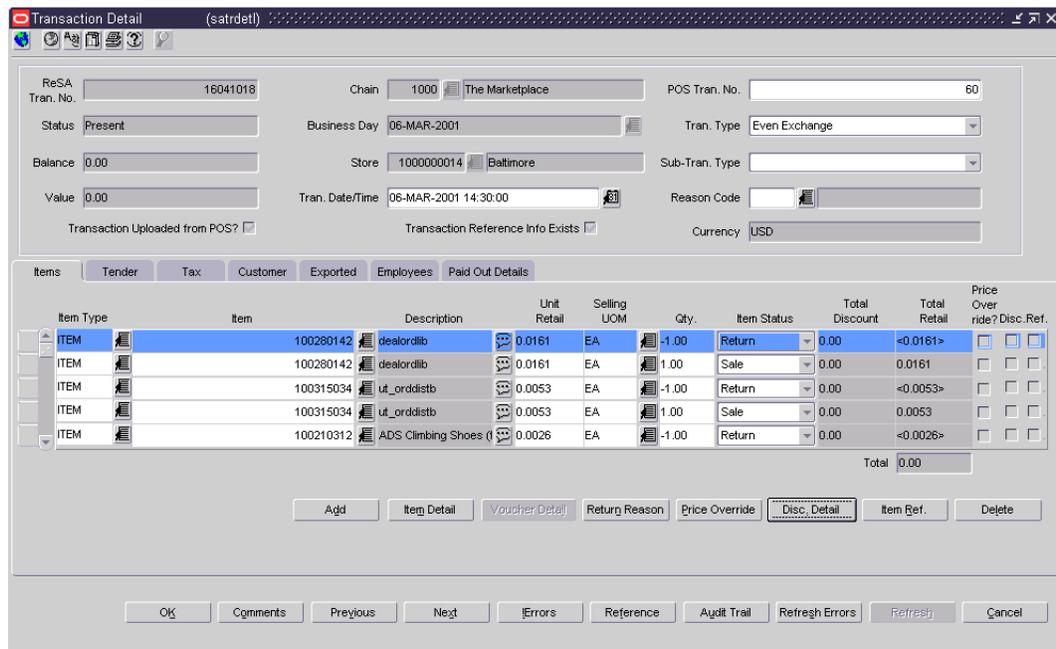
Tender Reference Window

- 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.



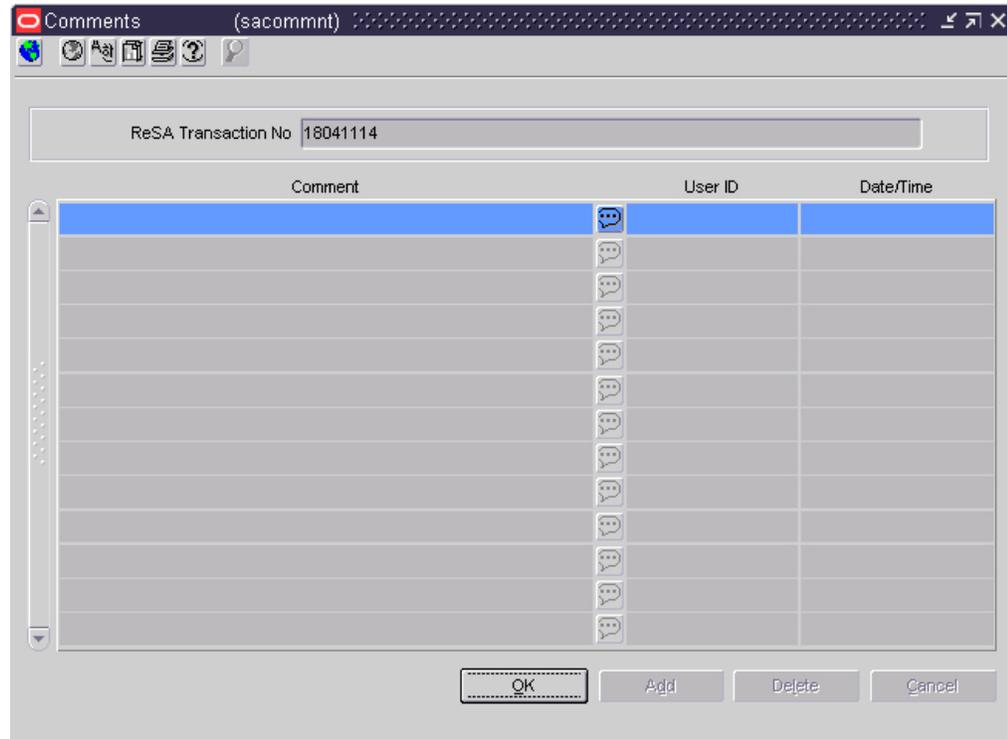
Transaction Detail Window

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.

Transaction Reference

Receipt Indicator

Reference No. 2

Reference No. 3

Reference No. 4

OK Cancel

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.

Error	Rule Status	Recommended Solution	Original Value

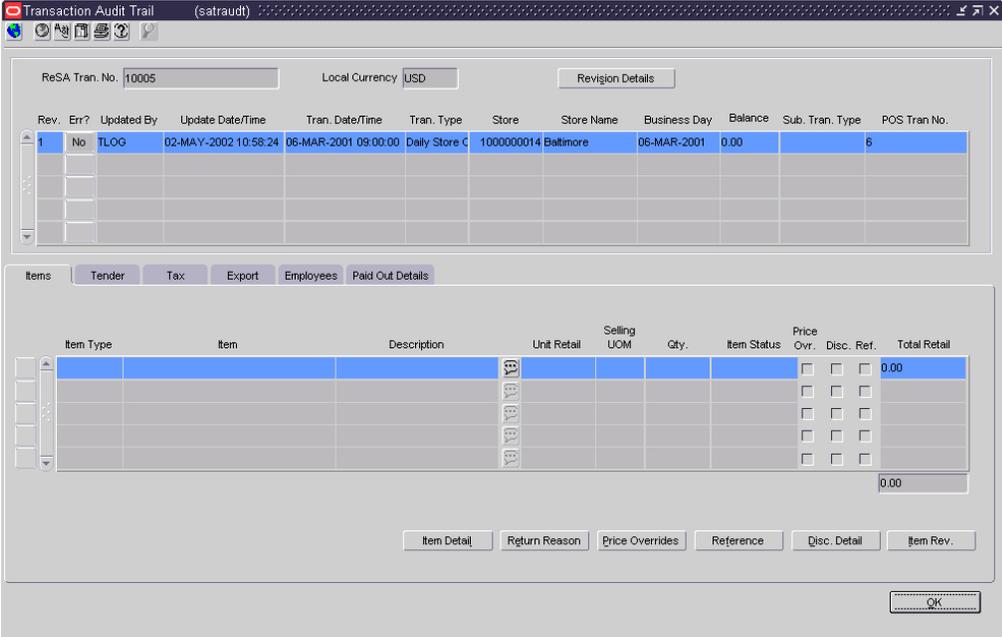
OK

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.

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 active, showing a table with the following columns: Item Type, Item, Description, Unit Retail, Selling UOM, Qty., Item Status, Total Discount, Total Retail, and Price Override? Disc. Ref.

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 (1	0.0026	EA	-1.00	Return	0.00	<-0.0026>	<input type="checkbox"/> <input type="checkbox"/>
							Total	0.00	

Buttons at the bottom: Agd, Item Detail, Voucher Detail, Return Reason, Price Override, Disc Detail (highlighted), Item Ref., Delete.

Buttons at the very bottom: OK, Comments, Previous, Next, Errors, Reference, Audit Trail, Refresh Errors, Refresh, Cancel.

Transaction Detail Window

1. On the Transaction Detail window, click on the Items tab.
2. Click **Disc Detail**. The Discount Detail window opens.

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

- Item: 100280142 dealordlib

The table below shows the discount details:

RMS Promo Type	Promotion	Promotion Name	Discount Type	Coupon Number	Qty.	Disc. UOM	Unit Disc. Amount	Total	Ref.
								0.00	<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
								Total	0.00

Standard Unit of Measure Conversions:

Standard UOM: Quantity: Unit Discount Amount:

Buttons at the bottom: OK, Agd, Reference, Delete, Cancel.

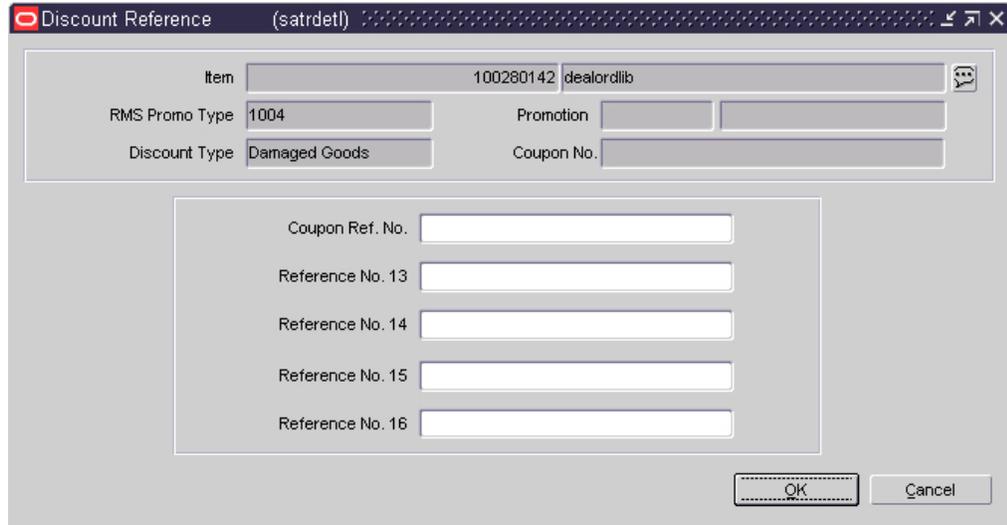
Discount Detail Window

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 (satrdet)

Item: 100280142 dealordlib

RMS Promo Type: 1004 Promotion:

Discount Type: Damaged Goods Coupon No.:

Coupon Ref. No.:

Reference No. 13:

Reference No. 14:

Reference No. 15:

Reference No. 16:

OK Cancel

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 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	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 (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 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 Detail (satrdet)

Item 55709 UT - po diff matrix, 4 grps:Black:32 Waist X 34 Ins

Item Type ITEM UOM EA

Department 1414 Activewear

Class 1000 Sports Clothes

Subclass 1000 Mens Sports Clothes

Standard Unit of Measure Conversions

Standard UOM EA

Quantity 2.00

Unit Retail 1.00

Swiped or scanned at POS?

Taxable at this location?

This item part of a drop shipment?

OK

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

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.

The screenshot shows a window titled "Bank Store Relationship (sabnkstr)". At the top, there are fields for "Bank" (1) and "TJR Bank", and "Currency (Partner)" (USD). Below this is a table with columns: Store, Store Name, Account Type, Bank Account No., Routing No., and Consolidating. The table contains two rows: one for Store 1000000014 (Baltimore) and one for Store 1000000024 (Denver), both with a Checking account type and Bank Account No. and Routing No. of 234234. Below the table is an "Apply" area with fields for Store (1000000014), Acct. Type (Checking), Routing No. (234234), Bank Acct. No. (234234), and a Consolidating checkbox. Buttons for "Apply", "Delete", "OK", "Add", and "Cancel" are also visible.

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"/>

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 is an edit form for the selected record (Store 1000000014, Baltimore):

Store: 1000000014 | Baltimore

Acct. Type:

Routing No.:

Bank Acct. No.:

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 with the following data in the table:

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

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

- Store: 100000014 (dropdown menu)
- Bank: 1 (dropdown menu)
- Currency (Local): USD (dropdown menu)
- Business Day: 09-MAR-2001 (calendar icon)
- Next Day Manual Deposit Adjustment: 1.00 (text input)
- Next Day Estimated Deposit: (empty text input)
- Today Estimated Deposit Adjustment: (empty text input)

Buttons at the bottom include: OK, Add, Bank Details, and Cancel.

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 the 'Bank ACH Maintenance' window with the following data:

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

The details panel at the bottom shows the following values:

- 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)
- Currency (Partner): 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 the 'Store ACH Maintenance' window with the following data in the table:

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

Below the table are filter fields for Store (100000014), Name (Baltimore), Business Day (09-MAR-2001), Bank (1), and Currency (USD). There are also fields for Next Day Manual Deposit Adjustment (1.00) and Today Estimated Deposit Adjustment, with 'Apply' and 'Delete' buttons. At the bottom are 'OK', 'Add', 'Bank Details', and 'Cancel' buttons.

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 the 'Bank ACH Maintenance' window with the following data in the table:

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

The window also includes input fields for: Bank (1), Bank Acct. No. (234234), Business Day (09-MAR-01), Next Day Manual ACH Adj. (45.00), Bank Description (TJR Bank), and Currency (Partner) (USD). Buttons for 'Apply', 'Delete', 'OK', 'Add', 'Store Details', and 'Cancel' are visible at the bottom.

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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