

**Oracle® Retail MICROS Retail-J**

Store Sales Audit

Release 12.1

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# **MICROS Retail-J**

## **Store Sales Audit**

# Sales Audit

Product	Retail-J
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## Contents

1.	Sales Audit Introduction .....	1
2.	Processes .....	2
3.	Audit Status .....	2
3.1	Audit Sessions .....	2
3.2	Stores .....	6
3.3	Trading Sessions .....	6
3.4	Terminals .....	6
3.5	Transactions .....	7
3.6	Individual Transaction .....	8
3.6.1	View Basket Transaction .....	10
3.6.2	Edit Transaction Item .....	11
3.6.3	Editing a POS Transaction .....	11
3.6.4	Editing a Tender Type .....	12
4.	Audit Cash .....	13
4.1	View Errors .....	14
4.2	Revalidate .....	14
4.3	Accept Errors .....	15
4.4	Reject Errors .....	15
4.5	Audit Sessions .....	15
4.6	Stores .....	15
4.7	Owners .....	16
4.8	Cash Sessions .....	16
4.9	Tender Totals .....	17
4.10	Transactions .....	18
5.	Audit Safe .....	18
5.1	View Warnings .....	19
5.2	View Errors .....	19
5.3	Accept Errors .....	19
5.4	Reject Errors .....	20
5.4.1	Audit Sessions .....	20
5.5	Stores .....	20
5.6	Safes .....	21
5.7	Safe Sessions .....	21
5.8	Tender Totals .....	22
5.9	Transactions .....	23
6.	Cash Configuration .....	23
7.	Rule Configuration .....	24
8.	Update Static Data .....	24

## Revisions

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1.0	August 23, 2011	First published

Note: The rebranding for the latest version of this documentation set is in development as part of post MICROS acquisition activities. References to former MICROS product names may exist throughout this existing documentation set.

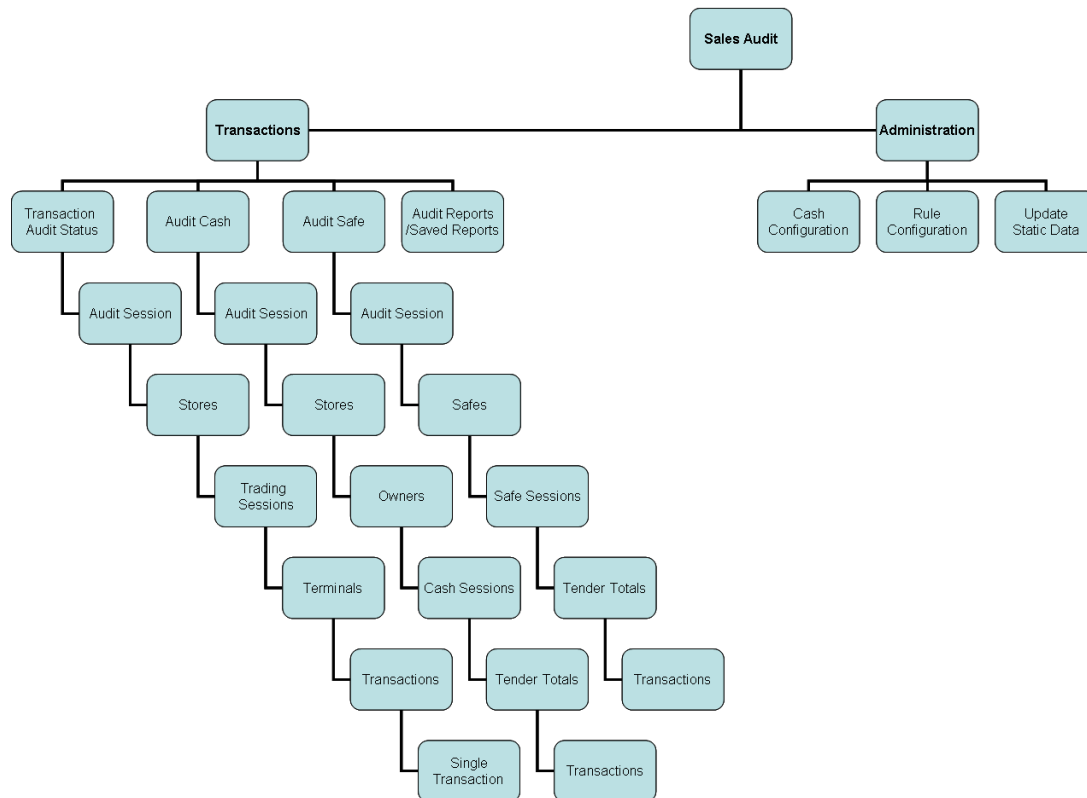
## 1.0 Sales Audit Introduction

The Sales Audit store application processes all transactions from all stores, checking the integrity of each transaction and flagging the results.

The function of the Sales Audit store application is to:

- Validate Data
  - Enforce transaction Integrity – to check that data referred to by a transaction exists and values are in bounds.
  - Manage postponed transactions – to check that transactions that have been marked as postponed are moved into the next session.
  - Check that cash sessions balance.
- Configure Validation Rules – new rules can be added by extending existing validators.
- Report errors
- Assist in data correction
  - Facilitate transaction editing and revalidation.
  - Allow transactions to be postponed.
  - Allow errors and transactions can be ignored if they are not critical or beyond repair.
- Revalidate data – from the entire session to a single transaction.

The user interface diagram below shows the options available.



- Audit Status – enables you to examine audit sessions on various sales, cash and product inventory transactions
- Audit Cash – enables you to audit sales and terminal cash management transactions
- Audit Safe – enables you to audit sales and safe cash management transactions

The following administration options are available:

- Cash Configuration – enables you to view or edit the configuration of the audit cash validators.
- Rule Configuration – enables you to determine whether invalid audit transaction parameters are classified as errors, warnings or ignored.

## 2.0 Processes

The Sales Audit system requires the following processes to run:

- Audit Data Extractor – populates the Audit database from the operational system.
- Transaction Integrity Validator – performs basic transaction checking.
- Postponed Transaction Validator – moves user-flagged transactions to later sessions.
- Cash Session Validator

## 3.0 Audit Status

The **Transaction Audit Status** screen enables you to see the results of the audit sales, cash and product inventory transactions.

### 3.1 Audit Sessions

The periods of trading across the estate are broken down into audit sessions which are individually val-

idated. A session contains all the transactions from the estate between a start time and end time, typically this is a day.

The **Transaction Audit Status** screen initially displays audit sessions.

The icons available depend on your current level , for example store, terminal or transaction.

Click the Next icon to drill down into the different audit sessions through the following levels:

- Audit sessions
- Stores
- Trading Sessions
- Terminals
- Transactions
- Transaction

This enables you to either look at the data as a whole for a particular audit session, at a particular store or to drill right down in order to correct or resolve a validation error in a transaction or item contained in the transaction.

1. Click the View icon to view session transactions.
2. Click the Close Session icon to close an open audit session. Once the selected session is closed, a new audit session is opened automatically.

New transactions are always directed to the next open session, even if their date and time would have originally placed them within a closed session. For example if a terminal was switched off for some reason on Monday, before its transactions were validated, and they were validated on the following day, they would go into Tuesday's open session, as the Monday one would be now closed.

Click the Finalise Session icon to finalise a closed audit session. You will be prompted to confirm your action. Once finalised, no more operations or adjustments can be performed on an audit session. The act of finalising a session flags to other processes, such as card submission, that the data is available for extraction.

A closed audit session cannot be finalised if it contains any outstanding errors.

Click the View Warnings icon to view any existing warnings that have been flagged against any transactions. This can be done from any of the screens, that is Audit Sessions, Stores, Trading Sessions, Transactions or Transaction.

To filter the results:

- Choose a store from the Select Store drop down menu. The options available are defined in the Locations Maintenance screen. The default is All.
- Choose the type of warning to display from the Select Type drop down menu. The options available are defined in the Validation Rules Update screen. The default is All.
- Choose the status of the warning from the Select Status drop down menu.

All warnings satisfying the criteria are displayed in a table with the following headings:

Option/Field	Description
Options	The actions you can perform on the selected warning, for example View, Edit.
Error Date	The date and time of the warning.
Location	The name of the location where the transaction took place.
Terminal	The number of the terminal where the transaction took place.

Option/Field	Description
Transaction ID	The ID of the transaction associated with the warning, providing it has been completed.
Item	The item to which the warning applies.
Warning Message	A description of the warning.
Status	The current status of the warning.

Click the View Errors icon to view any existing errors that have been flagged against any transactions. This can be done from any of the screens, that is Audit Sessions, Stores, Trading Sessions, Transactions or Transaction.

To filter the results:

- Choose a store from the Select Store drop down menu. The options available are defined in the Locations Maintenance screen. The default is All.
- Choose the type of warning to display from the Select Type drop down menu. The options available are defined in the Validation Rules Update screen. The default is All.
- Choose the status of the warning from the Select Status drop down menu.

All errors satisfying the criteria are displayed in a table with the following headings:

Option/Field	Description
Options	The actions you can perform on the selected warning, for example View, Edit.
Error Date	The date and time of the warning.
Location	The name of the location where the transaction took place.
Terminal	The number of the terminal where the transaction took place.
Transaction ID	The ID of the transaction associated with the error, providing it has been completed.
Item	The item to which the error applies.
Error Message	A description of the error.
Status	The current status of the error.

If you click the Revalidate icon to initiate a revalidation of the reported errors for a selected audit session. The following message will appear:

A validation job has been submitted and will commence shortly. Error details will only be updated once the job has been completed.

The task is carried out as a background task, and its progress can be checked via the Job Management screen. Click the Back icon to return you to the previous screen.

The scope of revalidation depends on the level from from which it is initiated:

Option/Field	Description
Audit Sessions	All reported errors in the selected audit session will be revalidated.
Stores	All reported errors at the selected store, for the selected audit session will be revalidated.



Option/Field	Description
Trading Sessions	All reported errors in the selected trading session, for the selected store, for the selected audit session will be revalidated.
Terminals	All reported errors at the selected terminal, in the selected trading session, for the selected store, for the selected audit session will be revalidated.
Transactions	All reported errors in the selected transaction, at the selected terminal, in the selected trading session, for the selected store, for the selected audit session will be revalidated.

Click the Reject Errors icon to reject the previously accepted errors. You are prompted to confirm the rejection.

The scope of this option varies according to the screen from which it is initiated, as described in Revalidate.

You can reverse the rejection by clicking the Accept Error icon.

Click the Accept Errors icon to accept the reported errors. You are prompted to confirm the acceptance. The error then changes to be recorded as an exemption. You must examine the errors and determine whether they are acceptable, or not, before using this command. An audit session can be finalised with accepted errors.

You can reverse the acceptance by clicking the Reject Error icon.

Click the Rollback Transactions icon to reverse the rollover transaction action. This can only occur if the transactions have not yet been inserted into the next audit session, that is no new audit session exists yet.

You are prompted to confirm the rollback transaction. The status of the error changes to validated.

Click the Rollover Transactions icon to carry forward any outstanding transactions with errors into the next audit session. The errors are not deleted, merely carried forward into the next audit session.

If there is no next audit session, a flag is set, so that the transactions can be added to a new audit session as soon as it is opened. While in this state, you can reverse the rollover command, by using the rollback transaction.

You are prompted to confirm the rollover transaction. The status of the error changes to rollover.

Click the Enable Transactions icon to enable a transaction validation. This reverses the effect of the Disable Transactions process. You are prompted to confirm the request.

Click the Disable Transactions icon to disable a transaction. This option should be used if you feel that the errors within the transaction are severe enough to mean that the transaction itself should be ignored. You are prompted to confirm the request.

This screen enables you to audit sales, cash and product inventory transactions.

It displays all the audit sessions currently available. From this screen you can drill down to examine a particular error at a store, trading session, terminal, transaction etc. or any in between.

All audit sessions that have not yet been finalised are displayed in a table with the following headings:

Option/Field	Description
Options	The actions that can be performed on a particular audit session.

Option/Field	Description
Status	The current status of the audit session.
Start Date	The start date and time of the audit session (where applicable).
End Date	The end date and time of the audit session (where applicable), that is a currently open audit session will not have an end date and time.
Warnings	The total number of warnings which have occurred during each audit session.
Errors	The total number of errors which have occurred during each audit session.
Exemptions	The total number of exemptions which have been flagged during each audit session. This is the number of errors that you have flagged to be OK to process the transaction anyway, even though there are known errors.
Rollovers	The total number of rollovers which have been flagged during each audit session. These are errors that you want to roll over to the next audit session.
Ignored	The total number of errors which have been flagged as ignored during each audit session.
Edited	The total number of transactions which have been manually edited during each audit session.

Click the Next icon to drill down to Stores.

## 3.2 Stores

This screen enables you to view audit session information on a particular store within the selected audit session. You can examine this screen as a summary of the various store information, or drill down to a lower level.

All stores within a particular audit session are displayed in a table. The headings are the same as for audit sessions

Click the Next icon to drill down to Trading Sessions.

Click the Back icon to return to Audit Sessions. Alternatively, click the Audit Sessions hyperlink.

## 3.3 Trading Sessions

This screen enables you to view audit session information on a particular trading session. You can examine this screen as a summary of the various trading session information for the selected store and audit session, or drill down to a lower level.

All trading sessions for a particular store are displayed in a table. The headings are the same as for audit sessions.

Click the Next icon to drill down to Terminals.

Click the Back icon to return to Stores. Alternatively, click the Audit Sessions or Stores hyperlinks.

## 3.4 Terminals

This screen enables you to view audit session information on a particular terminal. You can examine this screen as a summary of the terminal information for the selected trading session in the selected store and audit session, or drill down to a lower level.

All terminals in the store are displayed in a table with the following headings:

Option/Field	Description
Options	The actions that can be performed on a particular audit session.
Terminal	The number of the terminal.
Warnings	The total number of warnings which have occurred during each audit session.
Errors	The total number of errors which have occurred during each audit session.
Exemptions	The total number of exemptions which have been flagged during each audit session. This is the number of errors that you have flagged to be OK to process the transaction anyway, even though there are known errors.
Rollovers	The total number of rollovers which have been flagged during each audit session. These are errors that you want to roll over to the next audit session.
Ignored	The total number of errors which have been flagged as ignored during each audit session.
Edited	The total number of transactions which have been manually edited during each audit session.

Click the Next icon to drill down to Transactions.

Click the Back icon to return to Trading Sessions. Alternatively, click the Audit Sessions, Stores or Trading Sessions hyperlinks.

### 3.5 Transactions

This screen enables you to view the individual transactions. You can examine this screen as a summary of the transaction information for the selected terminal, for the selected trading session in the selected store and audit session, or drill down to a lower level. Transactions from the Back Office will appear against terminal zero.

All individual transactions are displayed in a table with the following headings:

Option/Field	Description
Options	The actions that can be performed on a particular audit session.
Status	The current status of the audit session.
Type	The type of the transaction.
Transaction Date	The date and time of the transaction.
Transaction ID	The number of the transaction.
Warnings	The total number of warnings which have occurred during each audit session.
Errors	The total number of errors which have occurred during each audit session.
Exemptions	The total number of exemptions which have been flagged during each audit session. This is the number of errors that you have flagged to be OK to process the transaction anyway, even though there are known errors.
Rollovers	The total number of rollovers which have been flagged during each audit session. These are errors that you want to roll over to the next audit session.
Ignored	The total number of errors which have been flagged as ignored during each audit session.

Option/Field	Description
Edited	The total number of transactions which have been manually edited during each audit session.

Choose an option from the drop down menu and click the New icon to add a new item to the transaction.

Click the Next icon to drill down to Transaction.

Click the Back icon to return to Terminals. Alternatively, click the Audit Sessions, Stores, Trading Sessions or Terminals hyperlinks.

### 3.6 Individual Transaction

This screen enables you to view the details of an individual transaction. The format will differ slightly according to the type of transaction selected, for example POS sale, Cash Correction and so on. You can edit a particular transaction or item within a transaction in order to correct or resolve a validation error.

The following items may be displayed, depending on the transaction type.

Option/Field	Description
Transaction ID	The audit transaction ID number of the transaction.
Original Transaction Number	The original transaction number of the transaction. This is the number which is generated at the terminal when the transaction takes place.
Sequence Number	The sequence number of the transaction. It is allocated by the terminal when the transaction is completed.
Transaction Type	This description indicates the type of the transaction, for example POS Sale.
Transaction Date	The date and time at which the transaction took place.
Cash Session Type	The type of cash session to which the transaction belongs.
Cash Session Owner ID	The ID of the owner of the cash session containing the transaction.
Cash Session Date	The date and time when the cash session was created.
Reference Session Date	The date of the associated cash management session, if applicable.
Status	The current status of the transaction, for example Unvalidated, Ignore, Ignore rule, Roll over or Validated.

Option/Field	Description
Store ID	The ID of the store at which the transaction took place. It is chosen from a drop down menu which is maintained in the Locations Maintenance screen.
Trading Region ID	The ID of the trading region (up to 10 alphanumeric characters).
Company ID	The ID of the company which performed the transaction (up to six alphanumeric characters).
Branch ID	The number of the branch at which the transaction took place (up to six alphanumeric characters).
Terminal ID	The ID number of the terminal at which the transaction took place.
Safe Number	The number of the safe.
Terminal Number	The number of the terminal on which the transaction took place (up to four digits).
Original Store ID	The ID of the store where the transaction originally took place. It is chosen from a drop down menu which is maintained in the Locations Maintenance screen.
Original Terminal ID	The ID of the terminal where the original transaction took place (up to four digits).
User ID	The ID of the user who performed the transaction. It is chosen from a drop down menu which is maintained in the User Maintenance screen.
Base Currency ID	The ID of the base currency in which the transaction was performed. It is chosen from a drop down menu which is maintained in the Currency Maintenance screen.
Training Mode	When this check box is selected the terminal was in training mode when the transaction took place.
Customer ID	The ID of the customer associated with the transaction, if applicable (up to 20 alphanumeric characters).
Customer Surname	The surname of the customer associated with the transaction, if applicable (up to 20 alphanumeric characters).
Flight Code	The flight code associated with the transaction, if applicable (up to 10 alphanumeric characters).

Option/Field	Description
Destination Airport	The destination airport associated with the transaction, if applicable (up to three alphanumeric characters).
Destination Zone	The destination zone associated with the transaction, if applicable (up to five alphanumeric characters).
Banking Slip Reference	The banking slip reference number.

Click the View Basket Transaction icon to view the transaction.

The items contained in the transaction are displayed in a table. The headings depend on the type of transaction.

Option/Field	Description
Options	The actions you can perform on the selected item, for example view, view errors.
Item	The number of the item in the transaction.
Item Description	This indicates a description of the item of the transaction, for example Product Sale, Tender etc.
Item Type	The type of item, for example Tender
Tender Type	The type of the tender.
Tender Sub-Type	The sub-type of the tender.
Tender Value	The cash value of the tender.

Click the View Basket Transaction icon to view the transaction.

Click the View Errors icon to view transaction errors.

Click the Edit icon to edit the transaction.

Click the Remove icon to delete the selected transaction.

Click the New icon to add a new item to the transaction.

Click the Save icon to save your changes and return you to Transactions. Alternatively, click the Cancel icon to abandon your changes and return to Transactions.

Alternatively, click the Audit Sessions, Stores, Trading Sessions, Terminals or Transactions hyperlinks.

### 3.6.1 View Basket Transaction

The following information is shown:

This screen enables you to view the selected basket transaction.

Option/Field	Description
Status	The current status of the transaction.

Option/Field	Description
Company Number	The company number at which the transaction was stored.
Branch Number	The branch number at which the transaction was stored.
Terminal Number	The terminal number on which the transaction was stored.
Cashier ID	The ID of the cashier who stored the transaction.
Transaction Number	The number of the transaction.
Training Mode	When this check box is selected the transaction was performed while the terminal was in training mode.
Reversal	When this check box is selected the transaction was a reversal.
Transaction Date/Time	The date and time of the stored transaction.
Display Mode	The format in which the Basket is displayed. Click one of the following buttons: HTML Basket; POS Receipt; All Receipts; XML Tree; Raw XML
Basket	The contents of the stored transaction.

Hyperlinks to Security Footage will be displayed if they are available.

Click the Back icon to return to Transaction.

### 3.6.2 Edit Transaction Item

This screen enables you to edit an existing transaction item in order to correct or resolve a validation error. The format of this screen will differ slightly according to the Item Type selected. Normally, in order to correct the error, you will probably only edit a single field shown on this screen.

### 3.6.3 Editing a POS Transaction

This screen enable you to edit a POS transaction.

The following information is shown:

Option/Field	Description
Item Type	The type of item in the transaction being edited. It is read-only at this point.
Creation Date	The date and time at which the item was created. It is read-only at this point.
Store ID	The ID of the store where the item was created. It is chosen from a drop down menu which is maintained in Locations.
Terminal ID	The ID of the terminal on which the item was created. It is chosen from a drop down menu which is maintained in Terminals.
User ID	The ID of the User who created the item. It is chosen from a drop down menu which is maintained in User Maintenance.
Authorising User ID	The ID of the authorising user if applicable. It is chosen from a drop down menu which is maintained in User Maintenance.
Salesperson ID	The ID of the salesperson who performed the product sale. It is chosen from a drop down menu which is maintained in User Maintenance.

Option/Field	Description
Line Number	The line number on the basket. It is used to 'tie' discounts to particular products, for example the sale line and any associated discount would both have the same line number.
Base Currency ID	The base currency of the item. It is chosen from a drop down menu which is maintained in Currencies.
Item Voided	When this check box is selected the item was voided.
Product ID	The ID of the product sold (up to 20 alphanumeric characters).
Selling Code	This indicates any selling code associated with the item (up to 20 alphanumeric characters).
MMGroup ID	The ID of the MMG to which the product belongs. It is read-only at this point.
Product Keyed?	When this check box is selected the product ID was keyed in, rather than scanned.
Serial Number	The serial number of the product (up to 40 alphanumeric characters).
Unit Price	The unit price of the product (up to 20 digits).
Price Change ID	The ID of any price change associated with the product (up to 20 alphanumeric characters).
Net Sales Value	The net sales value of the product (up to 20 digits).
Net Sales Base Value	The net sales value of the product in base currency (up to 20 digits).
Extended Sales Value	The extended sales value price of the product (up to 20 digits).
Sales Quantity	The sales quantity of the product (up to 10 digits).
Loyalty Points	The number of loyalty points associated with the selected item of the transaction (up to six digits and cannot be negative).
Tax Method	The tax method associated with the product (up to 20 alphanumeric characters).
Tax Code	The tax code associated with the product (up to six digits).
Tax Amount	The amount of tax paid on the product. It is an approximation of the taxable amount chargeable against this item. It is an approximation because Torex Retail POS actually calculates tax on the whole basket not by summing each individual item. It must be a number in the range -999999999.999999 to 999999999.999999.
Style	The style of the item.
Size	The size of the item.
Colour	The colour of the item.

Click the Save icon to save your changes and return to Transaction. Alternatively, click the Cancel icon to abandon your changes and return to Transaction.

### 3.6.4 Editing a Tender Type

This screen enables you to edit a tender type.

The following information is shown:



Option/Field	Description
Item Type	The type of item in the transaction being edited, that is tender. It is read-only at this point.
Line Number	The line number on the basket. It is used to 'tie' discounts to particular products, for example the sale line and any associated discount would both have the same line number.
Creation Date	The creation date and time of the tender type. It is read-only at this point.
Store ID	The ID of the store where the item was created. It is chosen from a drop down menu which is maintained in Locations.
Terminal ID	The ID of the terminal on which the item was created. It is chosen from a drop down menu which is maintained in Terminals.
User ID	The ID of the user who performed the tender transaction. It is chosen from a drop down menu which is maintained in User Maintenance.
Authorising User ID	The ID of the user who authorised the tender transaction. It is chosen from a drop down menu which is maintained in User Maintenance.
Base Currency ID	The base currency of the item. It is chosen from a drop down menu which is maintained in Currencies.
Item Voided	When this check box is selected the item was voided.
Tender Type	The type of tender. It is chosen from a drop down menu which is maintained in Tender Maintenance.
Tender Sub-Type	The number of the tender sub-type (up to two digits).
Tender Currency ID	The ID of the tender currency. It is chosen from a drop down menu which is maintained in Tender Maintenance.
Tender Value	The value of the tender entered (up to 20 digits).
Tender Base Value	The base value of the tender entered (up to 20 digits).
Tender Exchange Rate	The exchange rate for the selected tender. It must be in the range 0-999999999.99.

Click the Save icon to save your changes and return to Transaction. Alternatively, click the Cancel icon to abandon your changes and return to Transaction.

## 4.0 Audit Cash

The Terminal Cash Management Audit Status screen enables you to audit sales and terminal cash management transactions.

The screen initially displays audit sessions.

Just like the Transaction Audit Status screen, you can drill down to the following levels:

- Audit Sessions
- Stores
- Owners
- Cash Sessions
- Tender Totals
- Transactions

The actions you can perform on the information displayed depending on what information is being examined, for example store, terminal, transaction etc. These are:

- View warnings
- View errors
- Revalidate
- Accept errors
- Reject errors

These functions are described in the following sections.

## 4.1 View Errors

This option enables you to view any existing errors that have been flagged against any transactions. This can be done from any of the screens, that is Stores, Safes or Safe Sessions.

You can choose the type of errors required from a drop down menu.

Any errors are then reported in a table with the following headings:

Option/Field	Description
Options	The actions you can perform on the error, for example accept.
Session ID	The ID of the session in which the error was reported.
Error Message	The description of the error.
Status	The current status of the error.

The accept errors icon will take you to the Accept Errors screen.

The reject errors icon will take you to the Reject Errors.

The back icon will return you to the previous screen.

## 4.2 Revalidate

This option enables you to initiate a revalidation of the reported errors for a selected audit cash session. The task is done as a background task, and its progress can be checked via Job Management.

The scope of this option varies according to the screen from which it is initiated, that is

Option/Field	Description
Audit Sessions screen	All reported errors in the selected audit session will be revalidated.
Stores screen	All reported errors at the selected store, for the selected audit session will be revalidated.
Owners screen	All reported errors by the selected owner, for the selected store, for the selected audit session will be revalidated.
Cash Sessions screen	All reported errors in the selected cash session, by the selected owner, for the selected store, for the selected audit session will be revalidated.

This means that you can select various sets of data which can be revalidated from the whole selected audit session, down to errors in a particular transaction only.

### 4.3 Accept Errors

This option enables you to accept the reported errors. You are prompted to confirm the acceptance. The error then changes to be recorded as an exemption. You will have examined the errors and determined whether they are acceptable or not, before using this command. An audit session can be finalised with accepted errors.

The scope of this option varies according to the screen from which it is initiated, as described in Revalidate.

You can reverse the acceptance by using the reject error icon.

### 4.4 Reject Errors

This option enables you to reject the previously accepted errors. You are prompted to confirm the rejection.

The scope of this option varies according to the screen from which it is initiated.

You can reverse the rejection by using the accept error icon.

### 4.5 Audit Sessions

This screen shows all the audit sessions which have not been finalised.

The audit sessions are shown in a table with the following headings:

Option/Field	Description
Options	The actions you can perform on the audit session.
Status	The current status of the audit session.
Start Date	The start date and time of the audit session.
End Date	The end start and time of the audit session, is applicable.

The next icon will take you to the Stores screen.

The back icon will return you to the Home screen.

### 4.6 Stores

This screen shows all the cash totals for the selected audit session.

The available stores are displayed in a table with the following headings:

Option/Field	Description
Options	The actions you can perform on the store, for example view, revalidate.
Store	The name of the store.
Expected	The amount of expected cash in the selected session.
Counted	The amount of cash counted in the selected session.
Short/Over	The difference between the expected and counted amounts of cash in the selected session. Any non zero negative values in this column will be displayed in red.
Pickups	The amount of cash which has been picked up from the store.

Option/Field	Description
Float	The amount of cash which has come into the store as floats.

The next icon will take you to the Owners screen.

The view icon will take you to the Tender Totals screen.

The view errors icon will take you to the View Errors.

The revalidate icon will take you to the Revalidate screen.

The accept icon will take you to the Accept Errors.

The reject icon will take you to the Reject Errors screen.

The back icon will return you to the Audit Sessions screen.

## 4.7 Owners

This screen shows all the cash totals for the selected owner.

All terminal cash totals for the selected store are displayed in a table with the following headings:

Option/Field	Description
Options	The options you can perform on the terminal cash totals, for example view, view errors etc.
Terminal	The terminal to which the cash totals apply.
Expected	The expected amount in the terminal.
Counted	The counted amount in the terminal.
Short/Over	The difference between the expected and counted amounts.
Pickups	The total amount of tender removed from the terminal as pickup operation(s).
Floats	The total amount of tender inserted into the terminal as float operation(s).

The next icon will take you to the Cash Sessions.

The view icon will take you to the Tender Totals screen.

The view errors icon will take you to the View Errors screen.

The revalidate icon will take you to the Revalidate screen.

The accept errors icon will take you to the Accept Errors.

The reject errors icon will take you to the Reject Errors screen.

The back icon will return you to the Stores screen

## 4.8 Cash Sessions

This screen shows all the cash totals for the cash session.

All cash session totals for the selected store and owner are displayed in a table with the following headings:

Option/Field	Description
Options	The options you can perform on the cash session totals, for example view, view errors etc.
Start Date	The date of the start of the session to which the cash totals apply.
End Date	The date of the end of the session, if applicable, to which the cash totals apply.
Expected	The expected amount in the cash session.
Counted	The counted amount in the cash session.
Short/Over	The difference between the expected and counted amounts.
Pickups	The total amount of tender removed from the cash session as pickup operation (s).
Floats	The total amount of tender inserted into the cash session as float operation (s).

The view icon will take you to the Tender Totals.

The view errors icon will take you to the View Errors screen.

The revalidate icon will take you to the Revalidate screen.

The accept errors icon will take you to the Accept Errors screen.

The reject errors icon will take you to the Reject Errors screen.

The back icon will return you to the Owners screen.

## 4.9 Tender Totals

This screen displays the tender totals for each available tender. It shows the cash discrepancies for the selected store/owner/cash session, depending on which screen the view icon was pressed.

There are two values shown for each tender, (S) means the actual figures recorded at the store, and (C) means Torex Retail POS calculated figures from stored data. If the two figures differ, they are shown in red.

The cash discrepancies are displayed in a table with the following headings:

Option/Field	Description
Tender	The type of tender.
Opening	The amount of the tender when the terminal session was opened.
Pickup	The amount of the tender when a pickup was performed.
Float	The amount of the tender when a float was added.
Income	The amount of the tender when an income operation was performed.
Expense	The amount of the tender when an expense operation we performed.
Sales	The amount of the tender according to the sales.
Expected	The expected amount of the tender.
Counted	The actual amount of the tender counted.

Option/Field	Description
Discrepancy	This indicates any discrepancy between the expected and counted values of the tender. A positive amount indicates that there was more money than expected. A negative amount indicates that there was less money than expected.

You can also click any of the underlined figures to investigate discrepancies further. The Transactions screen will be displayed).

The back icon will return you to the previous screen.

## 4.10 Transactions

This screen enables you to view details on a particular transaction.

All the sales transactions for the selected tender are displayed in a table with the following headings:

Option/Field	Description
Options	The actions you can perform on the sales transactions, for example view.
Status	The current status of the sales transaction.
Type	The type of sales transaction performed.
Transaction Date	The date and time at which the transaction took place.
Transaction ID	The ID of the transaction.

The view icon will take you to the Edit Transaction screen except all fields will be read-only.

The edit icon will take you to the Edit Transaction screen.

The back icon will return you to the previous screen.

## 5.0 Audit Safe

This screen enables you to audit sales and safe cash management transactions.

In a similar way to Audit Status, you can drill down, using the next icon, into the following levels:

- Audit Sessions
- Stores
- Safes
- Safe Sessions
- Tender Totals
- Transactions

There are various actions you can perform on the information displayed depending on what information is being examined, for example store, safe, transaction and so on. These are:

- View warnings
- View errors
- Revalidate
- Accept errors
- Reject errors

These functions are described in the following sections.

## 5.1 View Warnings

This option enables you to view any existing warnings that have been flagged against any transactions. This can be done from any of the screens, that is Stores, Safes or Safe Sessions.

## 5.2 View Errors

This option enables you to view any existing error that has been flagged against any transactions. This can be done from any of the screens, that is Stores, Safes or Safe Sessions.

You can choose the type of errors required from a drop down menu which is fixed.

Any errors are then reported in a table with the following headings:

Option/Field	Description
Options	The actions you can perform on the error, for example accept.
Session ID	The ID of the session in which the error was reported.
Error Message	The description of the error.
Status	The current status of the error.

The accept errors icon will take you to the Accept Errors screen.

The reject errors icon will take you to the Reject Errors screen.

The back icon will return you to the previous screen.

Option/Field	Description
Audit Sessions screen	All reported errors in the selected audit session will be revalidated.
Stores screen	All reported errors at the selected store, for the selected audit session will be revalidated.
Safes screen	All reported errors in the selected safe, by the selected owner, for the selected store will be revalidated.
Safe Sessions screen	All reported errors in the selected safe session, in the selected safe, for the selected store, for the selected audit session will be revalidated.

This means that you can select various sets of data which can be revalidated from the whole selected audit session, down to errors in a particular transaction only.

## 5.3 Accept Errors

This option enables you to accept the reported errors. You are prompted to confirm the acceptance. The error then changes to be recorded as an exemption. You will have examined the errors and determined whether they are acceptable or not, before using this command. An audit session can be finalised with accepted errors.

The scope of this option varies according to the screen from which it is initiated, as described in Revalidate.

You can reverse the acceptance by using the reject error icon.

## 5.4 Reject Errors

This option enables you to reject the previously accepted errors. You are prompted to confirm the rejection.

The scope of this option varies according to the screen from which it is initiated.

You can reverse the rejection by using the accept error icon.

### 5.4.1 Audit Sessions

This screen shows all the audit sessions which have not been finalised.

The audit sessions are shown in a table with the following headings:

Option/Field	Description
Options	The actions you can perform on the audit session.
Status	The current status of the audit safe session.
Start Date	The start date and time of the audit safe session.
End Date	The end start and time of the audit safe session, is applicable.

The next icon will take you to the Stores.

The back icon will return you to the Home screen.

## 5.5 Stores

This screen shows all the cash totals for the selected audit safe session.

The available stores are displayed in a table with the following headings:

Option/Field	Description
Options	The actions you can perform on the store, for example view, revalidate.
Store	The name of the store.
Expected	The amount of expected cash in the selected session.
Counted	The amount of cash counted in the selected session.
Short/Over	The difference between the expected and counted amounts of cash in the selected session. Any non zero negative values in this column will be displayed in red.
Bankings	The total amount of cash which has been removed from the safe for banking.
Currency Purchases	The total amount of cash which has come into the safe as currency purchases.

The next icon will take you to the Safes.

The view icon will take you to the Tender Totals screen.

The view errors icon will take you to the View Errors screen

The revalidate icon will take you to the Revalidate screen.

The accept icon will take you to the Accept Errors screen.



The reject icon will take you to the Reject Errors screen.

The back icon will return you to the Audit Sessions screen.

## 5.6 Safes

This screen shows all the cash totals for the selected safe.

All terminal cash totals for the selected store are displayed in a table with the following headings:

Option/Field	Description
Options	The options you can perform on the terminal cash totals, for example view, view errors etc.
Terminal	The terminal to which the cash totals apply.
Expected	he expected amount in the terminal.
Counted	The counted amount in the terminal.
Short/Over	The difference between the expected and counted amounts.
Bankings	The total amount of cash which has been removed from the safe for banking.
Currency Purchases	The total amount of cash which has come into the safe as currency purchases.

The next icon will take you to the Safe Sessions screen.

The view icon will take you to the Tender Totals.

The view errors icon will take you to the View Errors screen.

The revalidate icon will take you to the Revalidate screen.

The accept errors icon will take you to the Accept Errors screen.

The reject errors icon will take you to the Reject Errors screen.

The back icon will return you to the Stores screen.

## 5.7 Safe Sessions

This screen shows all the cash totals for the cash session.

All safe session totals for the selected store and safe are displayed in a table with the following headings:

Option/Field	Description
Options	The options you can perform on the safe session totals, for example view, view errors etc.
Start Date	The date of the start of the session to which the cash totals apply.
End Date	The date of the end of the session, if applicable, to which the cash totals apply.
Expected	The expected amount in the safe session.
Counted	The counted amount in the safe session.

Option/Field	Description
Short/Over	The difference between the expected and counted amounts.
Bankings	The total amount of cash which has been removed from the safe for banking.
Currency Purchases	The total amount of cash which has come into the safe as currency purchases.

The view icon will take you to the Tender Totals screen.

The view errors icon will take you to the View Errors screen.

The revalidate icon will take you to the Revalidate screen.

The accept errors icon will take you to the Accept Errors.

The reject errors icon will take you to the Reject Errors screen.

The back icon will return you to the Safes screen.

## 5.8 Tender Totals

This screen displays the cash discrepancies for the selected store/safe/safe session, depending on which screen the view icon was pressed.

There are two values shown for each tender, (S) means the actual figures recorded at the store, and (C) means Torex Retail POS calculated figures from stored data. If the two figures differ, they are shown in red.

The cash discrepancies are displayed in a table with the following headings:

Option/Field	Description
Tender	The type of tender
Opening	The amount of the tender when the terminal session was opened.
Pickup	The amount of the tender when a terminal pickup was performed.
Float	The amount of the tender when a terminal float was added.
Cash-Up	The amount of the tender when a terminal was cashed up.
Banking	The total amount of the tender for banking operations.
Currency Purchase	The total amount of the tender for currency purchase operations.
Income	The amount of the tender when income operations were performed.
Expense	The amount of the tender when an expense operation was performed.
Expected	The expected amount of the tender.
Counted	The actual amount of the tender counted.
Discrepancy	This indicates any discrepancy between the expected and counted values of the tender. A positive amount indicates that there was more money than expected. A negative amount indicates that there was less money than expected.

You can also click any of the underlined figures to investigate discrepancies further. The Transactions screen will be displayed.

The back icon will return you to the previous screen.

## 5.9 Transactions

This screen enables you to view details on a particular transaction.

All the sales transactions for the selected tender are displayed in a table with the following headings:

Option/Field	Description
Options	The actions you can perform on the sales transactions, for example view.
Status	The current status of the sales transaction.
Type	The type of sales transaction performed.
Transaction Date	The date and time at which the transaction took place.
Transaction ID	The ID of the transaction.

The view icon will take you to the Edit Transaction screen except all fields will be read-only.

The edit icon will take you to the Edit Transaction screen.

The back icon will return you to the previous screen.

## 6.0 Cash Configuration

The Audit Cash Configuration screen enables you to view or edit the configuration of the audit cash and safe validators.

The following information is shown:

Option/Field	Description
Cash Tender Discrepancy Limit	The individual cash tender discrepancy limit. It must be a positive numeric value.
Cash Session Discrepancy Limit	The cash session discrepancy limit. It must be a positive numeric value.
Cash Store Discrepancy Limit	The cash store discrepancy limit. It must be a positive numeric value.
Safe Tender Discrepancy Limit	The individual safe tender discrepancy limit. It must be a positive numeric value.
Safe Session Discrepancy Limit	The safe session discrepancy limit. It must be a positive numeric value.
Safe Store Discrepancy Limit	The safe store discrepancy limit. It must be a positive numeric value.

Click the Edit icon to edit the fields.

Click the Save icon to save your changes. Alternatively, click the Cancel icon to abandon your changes.

## 7.0 Rule Configuration

The Validation Rules Update screen enables you to define how invalid audit transaction parameters are classified. They can be classified as:

- Errors – any error reported will prevent session finalisation.
- Warnings – any warnings are only reported.
- Ignored – these are not reported

The audit transaction parameters are displayed in a table with the following headings:

Option/Field	Description
Code	The code of the audit transaction parameter.
Type	The type of action, chosen from a drop down menu, that is error, warning or ignore.
Description	The description of the audit transaction parameter.

Click the Edit icon to update the fields as required, choosing the required types from the drop down menus.

## 8.0 Update Static Data

The Static Audit Data Update screen enables you to refresh the selected categories of static data held in the audit database. You can either copy the current operational data using the Update option, or delete the existing audit data before copying using the Refresh option. This action is performed by the XML Processing process.

Click the Select All icon to select every check box. Alternatively, click the Select None icon to deselect every check box.

The Audit System database is normally updated automatically by the Audit Data Extractor process. However, deletes done in the operational data are not automatically deleted from the Audit System, due to possible deleting of historic data, for example if a product has been deleted, there still may be transactions in the Audit System which contain it. The following options enable you to perform an update/refresh operation manually, specifying which category (s) is to be updated.

Click the Update icon to copy the current operational data in the audit database without deleting the database prior to updating. Alternatively, click the Refresh icon to delete the database and then copy the current operational data in the audit database. Both options will initiate a background task, causing the Audit System to refresh the database.