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Oracle Retail Sales Audit Cloud Service Auditing Transactions User Guide, Release 16.0.030

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Preface

This document describes the Oracle Retail Import Management Cloud Service user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

Audience

This document is for users and administrators of Oracle Retail Import Management Cloud Service. This includes merchandisers, buyers, business analysts, and administrative personnel.

Documentation Accessibility

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Related Documents

For more information, see the following documents in the Oracle Other Product One Release 16.0.030 documentation set:

- Oracle Retail Sales Audit Cloud Service Release Notes
- Oracle Retail Sales Audit Do the Basics User Guide
- Oracle Retail Sales Audit Foundation Data User Guide

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When contacting Customer Support, please provide the following:
Product version and program/module name

Functional and technical description of the problem (include business impact)

Detailed step-by-step instructions to re-create

Exact error message received

Screen shots of each step you take

**Review Patch Documentation**

When you install the application for the first time, you install either a base release (for example, 13.1) or a later patch release (for example, 13.1.2). If you are installing the base release and additional patch releases, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch releases can contain critical information related to the base release, as well as information about code changes since the base release.

**Improved Process for Oracle Retail Documentation Corrections**

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http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html

An updated version of the applicable Oracle Retail document is indicated by Oracle part number, as well as print date (month and year). An updated version uses the same part number, with a higher-numbered suffix. For example, part number E123456-02 is an updated version of a document with part number E123456-01.

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http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html

(Data Model documents are not available through Oracle Technology Network. You can obtain these documents through My Oracle Support.)

**Conventions**

The following text conventions are used in this document:
<table>
<thead>
<tr>
<th>Convention</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>boldface</strong></td>
<td>Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.</td>
</tr>
<tr>
<td><em>italic</em></td>
<td>Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.</td>
</tr>
<tr>
<td><strong>monospace</strong></td>
<td>Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.</td>
</tr>
</tbody>
</table>
In retail, the sales audit function describes the process of reviewing the Point-of-Sale (POS) and Order Management System (OMS) transaction data for accuracy. ReSA provides a simplified sales audit process while ensuring the integrity of audited data and smooth integration with other retail applications. The retail sales audit function also allows for balancing out cashiers, cash registers, or an entire store day. This process validates the totals from POS and OMS against the calculated totals of transactions. If these totals are not equal, you can report this variance as an over or short value.

ReSA is a part of the Merchandise Operations Management (MOM) product group, which helps retailers to reduce shrinkage, reduce integration costs, improve internal control, increase productivity, and improve visibility to sales. Using real time inventory information, this system calculates need based on set parameters for any product, store or other category. It also manages foundation data, purchasing and cost, inventory, price, and financial processes.

### Purpose and Benefits of ReSA

ReSA accepts POS and OMS data and provides audited data to downstream applications such as, Retail Management System (RMS), Retail Analytics (RA), Retail Store Inventory Management (SIM), and General Ledger applications. It allows a single entry point for sales data from external systems into Oracle Retail applications and other financial systems. It accepts and validates transaction data while detecting and correcting errors according to pre-defined rules which are both system defined and user defined. It allows users to view and audit data at the store/day level or the cashier/register level selected by the user. This process results in correct data that you can export to other applications.

ReSA reduces shrinkage because it provides regular comparisons of inventory levels and sales. It can isolate irregularities at the point of sale. It reduces the cost of integration between sales audit functionality and other applications such as the Oracle Retail Merchandising System (RMS) and Oracle Retail Analytics (ORA). Audited POS and OMS data, exported from ReSA, provides a single version of data across downstream solutions. It can support reporting and analysis to help reduce losses.

### Automatic Audit Process

Automatic auditing is done in Sales Audit Cloud Service using batch programs. The goal of the automatic audit process is to accept transaction data from point-of-sale (POS/OMS) applications and move the data through a series of processes that culminate in clean data. Sales Audit Cloud Service uses several batch-processing modules to perform the following activities:
Interactive Audit Process

- Import POS/OMS transaction data from the RTLog.
- Perform initial validation of data during upload of data from the RTLog to Sales Audit Cloud Service.
- Produce totals using user-defined totaling calculation rules that are user reviewable during the interactive audit.
- Validate transaction and total data with user-defined audit rules and generate errors whenever data does not meet the criteria. The user reviews these errors during the interactive audit.
- Create and export files of clean data in formats suitable for transfer to other applications.
- Update the Sales Audit Cloud Service database with adjustments received from external systems on previously exported data.

Interactive Audit Process

Auditors use the interactive audit process to view and correct errors. This process is done after the automated audit is completed. This process allows the auditors to view errors at summary or detail level, fix or override errors, update the totals and close the store/day. In addition, it is also possible to review and edit data of missing transactions or transactions that have passed automated audit, add transactions and delete invalid or missing transactions.

Understanding the ReSA Process

The ReSA process includes the following procedures:

1. Setting up ReSA – For more information, see “Download/Upload from Spreadsheets” in the Oracle Retail Sales Audit Cloud Service Do the Basics User Guide.
2. Generating totals – For more information, see “Define Totals” in the Oracle Retail Sales Audit Cloud Service Foundation Data User Guide.
3. Defining audit rules – For more information, see “Define Audit Rules” in the Oracle Retail Sales Audit Cloud Service Foundation Data User Guide.
4. Importing data – For more information, see the Oracle Retail Sales Audit Cloud Service Operations Guide.
5. Auditing transaction data – This manual describes how ReSA audits transaction data.
6. Exporting data – For more information, see the Oracle Retail Sales Audit Cloud Service Operations Guide.
Audit Process Flow

The audit process performs the following steps:

1. At the end of the day or by trickle-poll method, transactions are transmitted from the store to the head office. This data includes order initiation, order complete, and order return transactions from both OMS and POS.

2. The duplicate records received from OMS and POS are filtered within ReSA.

3. The transmitted transactions are loaded to the database, totaled, audited, and reviewed.

4. Any errors that are generated as part of the validation process must be corrected or overridden.

5. Once the audit is complete, the data is exported.

Auditing Process Followed by the Auditor

As a ReSA auditor, your responsibility is to review all exception errors related to your stores and either correct or override these errors.

The following is a standard auditing workflow for a auditor within ReSA:

1. Find and select the store/day containing and navigate to either Balancing Level Summary or Store Day Summary.

2. Use the Store Day Summary to review and audit the following:
   - Error List
   - Miscellaneous totals
   - Over short totals
   - Missing transactions
   - Import and export log

3. Use the Cashier/Register Level Summary to review and audit the following:
   - Error list
4. You can also perform data analysis such as, reviewing the audit trails. You can use the following screens for the analysis:

- Transaction Search
- Item Summary
- Tender Summary
- Transaction Audit Trail
- Total Audit Trail
- General Ledger Transactions
- Import/Export Log
- Bank ACH Maintenance
- Store ACH Maintenance

**Note:** Once all errors are corrected or overridden, sales audit sets the store/day audit status to Audited. The store/day audit is then available for export to an external application.
Create a Store Day
You can perform various operations on a store day using the following procedures.

**View a Store Day**

To search for a store day:

1. From the Tasks menu, select **Store Day Audit**. The Store Day Search window appears.
2. In the **Store** field, select a store.
3. In the **Business Day** field, select a date.
4. In the status fields, select varying status criteria.
   
   Valid **Overall Status** are:
   
   - In Progress
   - Complete

   Valid **Data Status** are:
   
   - Ready for Import
   - Loading
   - Partially Loaded
   - Fully Loaded
   - Purged

   Valid **Audit Status** are:
   
   - Unaudited
   - Store Errors Pending
   - HQ Errors Pending
   - Re-Totalling/Auditing Required
   - Totaled
   - Audited

5. Enter additional criteria as desired to make the search more restrictive.
6. Click **Search**. A list of selected stores appears by business date.
7. Click **Done** to close the window.
View a Store Day Information

To view the store day summary:

1. From the Tasks menu, select Store Day Audit. The Store Day Search window appears.
2. Search for and select a store day.
3. From the Actions menu, select View. The Store Day Summary window appears.

Figure 3–1  Store Day Summary Window

4. Click Done to close the window.

View Over/Short Totals

To view over/short totals information:

1. From the Tasks menu, select Store Day Audit. The Store Day Search window appears.
2. Search for and retrieve a store day in View mode. The Store Day Summary window appears. You can view the Over/Short information in the Over/Short Totals tab.
3. From the Options menu, select Over/Short Totals. The Over/Short window appears.
4. According to the information that you want to view, select the appropriate option from the Actions menu.
   - Select Exports to view the Totals Export window.
   - Select Audit Trail to view the Audit Trail window.
5. Click OK to close the window.

View Miscellaneous Totals

To view miscellaneous totals:

1. From the Tasks menu, select Store Day Audit. The Store Day Search window appears.
2. Search for and retrieve a store day in View mode. The Store Day Summary window appears. Select the Miscellaneous Totals tab.

3. From the Actions menu, select Exports, Audit Trail, Combined Total Details, or Errors.

4. Click Done to close the window.

View Import/Export Log

To view import/export log:

1. From the Tasks menu, select Store Day Audit. The Store Day Search window appears.

2. Search for and retrieve a store day in Edit mode. The Store Day Summary window appears.

3. Select the Import Log tab to view the import log.

4. Select the Export Log tab to view the export log.

5. Click Done to close the window.

Resolve Audit Errors

To resolve errors:

1. From the Tasks menu, select Store Day Audit. The Store Day Search window appears.

2. Search for and retrieve a store day in Edit mode.

3. In the Error List tab, select an error from the list.

4. Select Actions > Fix Error. The Sales Audit window appears.

5. Resolve the error.

6. Click OK to save your changes and close the window.

Delete a Store Day

To delete a store day:

1. From the Tasks menu, select Store Day Audit. The Store Day Search window appears.

2. Search for and retrieve a store day in Edit mode. The Store Day Summary window appears.

3. From the More Actions menu, select Delete Store Day.

4. Click Yes to confirm.

Reopen a Store Day

To reopen a store day:

1. From the Tasks menu, select Store Day Audit. The Store Day Search window appears.

2. Search for and retrieve a store day in Edit mode. The Store Day Summary window appears.
3. From the More Actions menu, select Reopen Store Day.

---

**Note:** The Reopen Store Day function is only available if the Audit Status is Audited, the Data Status is Fully Loaded, the Store Day Status is Closed, and the Business Date is greater than last end of month date.

---

4. The Audit Status is set to Unaudited. The Data Status is set to Ready for Import and the Audit Changes Date/Time is updated. Click Save or Save and Close to save your changes.

### Manage Missing Transactions

The Missing Transaction tab allows you to view and update missing transactions. Missing transactions can occur when a transaction number, without any details, is generated at the POS or OMS. Missing transactions may represent transactions that were not properly polled, so you need to add the details. Another possibility is that the transaction numbers were polled erroneously from the POS or OMS, and do not represent actual transactions. You need to delete such transaction numbers.

#### Edit a Missing Transaction

1. From the Tasks menu, select Store Day Audit. The Store Day Search window appears.
2. Search for and retrieve a store day in Edit mode. The Store Day Summary window appears. Select the Missing Transactions tab.
3. Select an external system transaction to add details.
4. From the Actions menu, select Edit. The Transaction Maintenance window appears.
5. Enter the details of the transaction in the appropriate fields.
6. Click Save to save your changes and close the window.

#### Delete a Missing Transaction

1. From the Tasks menu, select Store Day Audit. The Store Day Search window appears.
2. Search for and retrieve a store day in Edit mode. The Store Day Summary window appears. Select the Missing Transactions tab.
3. Select the missing transaction.
4. From the Actions menu, select Delete.
5. Click Yes to confirm.
6. Click Done to save your changes and close the window.
The Transaction Maintenance module allows you to investigate and correct errors in the external system transactions. You can review the transactions that were flagged by the automated audit process.

Transactions may have many types of errors, which need to be 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. Corrected transactions are exported to external systems by a batch program.

You can use the Transaction Maintenance window to view, create, and edit transactions.

View Transaction Audit Trails

To view the revisions of a transaction:

1. On the Transaction Maintenance window, from the More Actions menu, select Transaction Audit Trail. The Transaction Audit Trail window displays an audit trail of all revisions to the transaction.
2. Click **OK** to close the window.

### View a Transaction

To view a transaction:

1. From the Tasks menu, select **Operations > Manage Transactions**. The Manage Transactions window appears.
2. Enter search criteria to find the transaction that you want to view and click **Search**.
3. Select the transaction from the Results table.
4. Select **Actions > View**. The Transaction Maintenance window appears in view mode.
5. You can view all the information related to the transaction on this window.
6. Click **Done** to close the window.

### View Errors

To view errors:

1. On the Transaction Maintenance window, from the **More Actions** menu, select **Errors**. The Sales Audit Errors window appears. You can view all the errors associated with the transaction in this window.
2. Click **OK** to close the window.

### Refresh the Errors

To refresh the errors:

1. On the Transaction Maintenance window, from the **More Actions** menu, select **Refresh Errors**.

The errors are refreshed taking into account any updates that were made to the transaction.

**Note:** When refreshing errors, Total and Store Day Level rules are not included during the refresh.
Create a Transaction

To create a transaction:

1. From the Tasks menu, select Operations > Manage Transactions. The Transaction Search window appears.

2. Select Actions > Create. The Transaction Maintenance window appears.

    **Note:** You can also navigate to the Transaction Maintenance window by selecting Operations > Create Transaction.

3. In the Chain field, enter a chain number.

4. In the Store field, enter the store ID.

5. In the Business Day field, enter a date, or click the calendar button and select a date.

   Entering a store results in opening a Search and Select pop-up which allows you to select a Business Date. The selection of store and business automatically populates the Chain, Banner and Business Date fields if they were not entered.

6. In the Transaction Date/Time field, enter the date and time the transaction occurred.

    **Note:** The External Transaction field displays the transaction number that was used by the external system.

7. In the Transaction Type field, enter the type of transaction you are creating.

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

8. Add any of the following details to the transaction as needed:
   - Items to a transaction.
   - Discount to the item on a transaction.
   - Tender records to a transaction.
   - Customer order information to a transaction.
   - Paid out details to a transaction.
   - Employee details to a transaction.
   - Tax details to a transaction.
   - Tax to the items on a transaction.
   - Voucher details to either item or tender on a transaction.
   - Customer attributes

9. Click OK to save your changes and close the window.
Edit a Transaction

Add Item Information

You can use the following procedures to add item information to a transaction.

To Add an Item to a Transaction
1. On the Transaction window, in the Items section, select Actions > Add. The Add Item window appears.
2. Select the item type.
3. Enter the item ID. Details such as Unit Retail, Selling UOM are defaulted and can be overridden.

Figure 4–3  Transaction - Add Item Window

<table>
<thead>
<tr>
<th>Add Item Type</th>
<th>Item</th>
<th>Unit Retail</th>
<th>Quantity</th>
<th>UOM Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return Reason</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Person</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Store</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Transaction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference No. 5</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Reference No. 6</td>
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</tr>
<tr>
<td>Reference No. 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference No. 8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Enter details such as Quantity and Item Status.
5. Click OK to save your changes and close the window.

To Add Return Reason Code
1. On the Transaction Maintenance window, in the Items section, select Actions > Edit. The Edit Item window appears.
2. In the Item Status field, select Return. The Return Reason field is activated.
3. In the Return Reason field, select the return reason code.
4. Click OK to save your changes and close the window.
Add Customer Order Information
1. On the Transaction Maintenance window, in the Items section, select Actions > Edit. The Edit Item window appears.
2. In the Customer Order Attributes section, select the type of sales from the Sales Type field.
3. Update the other fields as required.

Figure 4–4 Edit Item Window

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

Override Price Information
1. On the Transaction Maintenance window, in the Items section, select Actions > Edit. The Edit Item window appears.
2. In the Price Override section, enter the override reason in the Override Reason field.
3. In the New Unit Retail Price field, enter the new price.
4. Click OK to save your changes and close the window.
Add Item Discounts

1. In the Items section, click the arrow next to Discounts to expand the discounts section. Click Actions > Add. The Add Discount window appears.

2. In the Component 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.
   - If you are creating a discount, from the Discount Type field, select the type of discount that you want to apply to the item.

3. In the Promotion Component field, edit the component of the promotion as necessary.

4. In the Coupon No. field, enter the ID of the promotion or discount.

5. In the Quantity field, enter the quantity for the discount.

6. In the Unit Discount Amount field, enter the amount of the discount.

7. Add the appropriate reference information.

8. Click OK to save your changes and close the window.

Add Item Taxes

1. In the Items section, click the arrow next to Item Details.

The Items Details section is expanded. You can add taxes and discounts here.
Add Reference Information

1. On the Transaction Maintenance window, click the arrow next to the Reference section. The Reference section is expanded.

   **Figure 4–7  Reference Section on the Transaction Maintenance Window**

   ![Reference Section](image)

2. In the Reference fields, enter the reference information as needed.

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

Add Comments

To add comments:


2. Select Actions > Add. The next line in the table is enabled for commenting.
3. Enter your comments.
4. Click OK to save your changes and close the window.

Add Tenders

To add tender information to a transaction:

1. On the Transaction Maintenance window, in the Tender section, select Actions > Add. The Add Tender window appears.
2. In the Tender Type Group field, select the tender type group.
3. In the Tender Type field, select the tender type.
4. In the Amount field, enter the tender amount.
You can enter details in the respective sections based on the tender type you select.

5. If you select a type of card payment in the Tender Type Group field the Credit Card section is enabled:
   a. In the Authorization No. field, enter the authorization for user ID.
   b. In the Token field, enter the credit card token.
   c. In the remaining fields, select the information needed.

   ![Credit Card Section on the Transaction Maintenance - Add Tender Window](image)

   d. Click OK to save your changes and close the window.

   **Note:** The Token field is only available when the selected Tender Type Group is either Credit Card, Debit Card, PayPal, Fonacot or Others. The section label is updated dynamically, based on the selected Tender Type Group. For example, if you select the Tender Type Group Debit Card, the section is labeled Debit Card.

6. You can add user-defined reference information to a type of tender in the Reference section.

7. Click OK to save your changes and close the window.

**Add Customer Information**

To add customer information to a transaction:

1. On the Transaction Maintenance window, expand the Customer section.

2. In the Identification Type field, select the source of the customer information.

3. In the Identification No. field, enter the ID from the source document selected in the Identification Type field.

4. In the remaining fields, enter the name and the address information for the customer.
5. In the Customer Attributes section, select Actions > Add. The Add Customer Attribute window appears.

6. In the Attribute Type field, select the attribute type.

7. In the Attribute field, enter an attribute.

8. Click OK to save your changes and close the window.

### Add Paid Out Details

To add paid out details to a transaction:

1. On the Transaction Maintenance window, expand the Paid Out Details section.
2. In the Vendor field, enter a vendor number.
3. In the Vendor Invoice No. field, enter a vendor invoice number.
4. In the Proof of Delivery No. field, enter a proof of delivery number.
5. In the Payment Reference No. field, enter a payment reference number.
6. Click OK to save your changes and close the window.

### Add Transaction Tax
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.

After modifying the information for a Store Day, you can view the information through audit trails or summaries. After you view the summaries, you can return to the Transaction Maintenance module to update any outstanding issues you find while reviewing the Store Day. For more information on working with the Transaction Maintenance module, see Manage Transactions.

View Transaction Audit Trails

To view the revisions of a transaction:

1. From the Tasks menu, select Operations > Manage Transactions. The Manage Transactions window appears.
2. Search and select the transaction for which you want to view the audit trail.
4. From the More Actions menu, select Transaction Audit Trail. The Transaction Audit Trail window appears. This window displays an audit trail of all revisions to the transaction.

5. Select a revision from the table.
6. To view all revisions in detail:
View Total Audit Trail

To view a total audit trail:

1. From the Tasks menu, select **Operations > Total Audit Trail**. The Total Audit Trail Search window appears.
2. Enter criteria to make the search restrictive.
3. Click **Search**. A list of totals matching the criteria is displayed.
4. Select a total.
5. Select **Actions > View**. The Total Audit Trail window appears.

![Figure 5–2 Total Audit Trail Window](image)

6. Click **Done** to close the window.

View Item Summary

To search for an item summary:

1. From the Tasks menu, select **Operations > Item Summary**. The Item Summary window appears.
2. In the **Store** field, enter a store number.
3. In the **Item Type** field, select an item type.
4. In the **Item** field, enter an item number.
5. In the **Business Day** field, enter a business day, or click the calendar button and select the date.
6. Click Search. The table displays the items that match the search criteria.
7. Click Done to close the window.

View Tender Summary

To search for tender summary information:
1. From the Tasks menu, select Operations > Tender Summary. The Tender Summary window appears.
2. In the Store field, enter a valid store ID.
3. In the Business Day field, enter a valid business day, or click the calendar button and select a business day.
4. To narrow your search, enter or select values in additional search fields.
5. Click Search. The data matching your search criteria appears.
6. Click Done to close the window.

View General Ledger Transactions

The Sales Audit General Ledger Transactions window facilitates you to search and view transactions related to all the totals in a date range. This window also aids to view finance drill down report and finance drill back report.

To search for general ledger transaction view:
1. From the Tasks menu, select Operations > General Ledger Transactions. The General Ledger Transactions window appears.
2. In the Store field, enter a store number.
3. In the Processed Date field, enter a processed date, or click the calendar button and select the date.
4. In the Accounting Date field, enter an accounting date, or click the calendar button to select the date.
5. In the Total ID field, enter or search the total ID.
6. In the Business Day field, enter a business day, or click the calendar button to select the date.
7. Click Search. The table displays the items that match the search criteria.
8. Click Done to close the window.
Figure 5–3  General Ledger Transactions
Manage ACH Transactions

The Automated Clearing House (ACH) Maintenance module allows you to declare and manage how much money is deposited in local bank accounts. ACH maintenance allows Headquarter (HQ) users to manage how money moves from local bank accounts to centralized bank accounts. You can manage ACH transactions using the following procedures.

View Bank ACH Transactions

To view bank ACH transactions:

1. From the Tasks menu, select Operations > Bank ACH. The Bank ACH window appears.

Add a Bank ACH Transaction Amount

To add a bank ACH transaction amount:

1. From the Tasks menu, select Operations > Bank ACH. The Bank ACH window appears.
2. Select Actions > Add. The Bank ACH - Add Adjustment window appears.
3. In the Bank field, enter the bank ID.
4. In the Bank Account field, enter a bank account number.
5. In the Business Day field, enter a business day, or click the calendar button and select the date.
6. In the Next Day Manual ACH Adjustment field, enter an amount.
Delete a Bank ACH Transaction Amount

To delete a bank ACH transaction amount:

1. From the Tasks menu, select Operations > Bank ACH. The Bank ACH window appears.
2. Select the record.
3. Click Delete.
4. Click Yes to confirm deletion.

View a Store ACH Transaction

To view a store ACH transaction:

1. From the Tasks menu, select Operations > Store ACH. The Store ACH window appears.
2. To view the bank details for a selected store, click Bank Details. The Bank ACH window appears.
3. Click OK to close the window.

Add a Store ACH Transaction Amount

To add a store ACH amount:

1. From the Tasks menu, select Operations > Store ACH. The Store ACH window appears.
2. Click Actions > Add. The Add Adjustment window appears.
3. In the Store field, enter a store ID.
4. In the **Business Day** field, enter a business day.
5. In the **Bank** field, enter a bank ID.
6. In the **Next Day Manual Deposit Adjustment** field, enter an amount.

*Figure 6–4  Add Adjustment Window*

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

**Delete a Store ACH Transaction Amount**

To delete a store ACH transaction amount:

1. From the Tasks menu, select **Operations > Store ACH**. The Store ACH window appears.
2. Select a record.
3. Select **Actions > Delete**.
4. Click **Yes** to confirm deletion.
5. Click **Save and Close** to save your changes and close the window.