

# Oracle® Retail Sales Audit

## Auditing Transactions User Guide



Release 23.0.101.0

F76329-01

January 2023

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# Preface

This document describes the Oracle Retail Sales Audit 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 Sales Audit. This includes merchandisers, buyers, business analysts, and administrative personnel.

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The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.



# 1

## Sales Audit Overview

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. Sales Audit 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.

Sales Audit 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 Sales Audit

Sales Audit accepts POS and OMS data and provides audited data to downstream applications such as, Merchandising System, Retail Insights, 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.

Sales Audit 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. Audited POS and OMS data, exported from Sales Audit, 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 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 uses several batch-processing modules to perform the following activities:

- Import POS/OMS transaction data from the RTLog.
- Perform initial validation of data during upload of data from the RTLog to Sales Audit.
- 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 database with adjustments received from external systems on previously exported data.

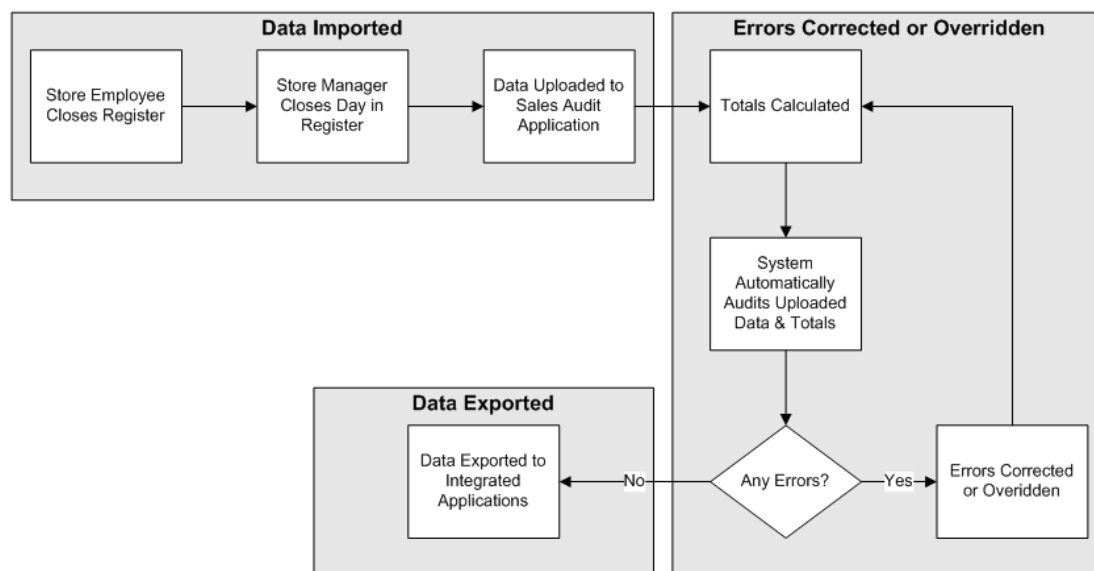
## Interactive Audit Process

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 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 Sales Audit Process

The Sales Audit process includes the following procedures:

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

**Figure 1-1 Sales Audit Auditing Process**

## 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 Sales Audit.
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 Sales Audit 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 an auditor within Sales Audit:

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
    - Miscellaneous total
    - Over short total
  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.

# 2

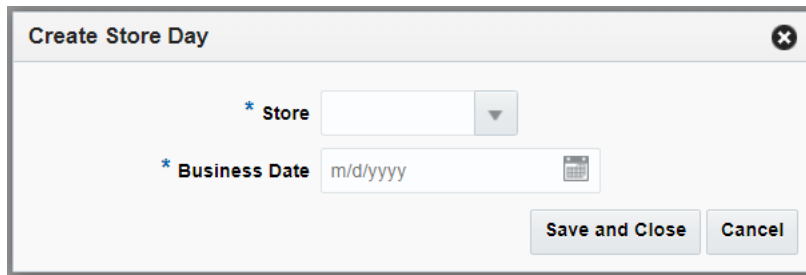
## Create a Store Day

As part of normal processing, Sales Audit batch processing will automatically create Store/Days based on configurations for which stores are expected to be open and processing sales for a given day. Creating the store day in Sales Audit creates records that allow Sales Audit to process TLOG files from a store. If a Store Day does not exist in Sales Audit, it will not process unexpected TLOG files for that store/day and cannot be accessed in Sales Audit. In such cases, a user with appropriate security can manually create the store day. If, for some reason, a store was not expected or configured to be open for a specific business day, but that store actually is open for business on that day, a user with appropriate security can manually close the store day.

To create a store day:

1. From the Tasks menu, select **Create Store Day**.

The Create Store Day popup opens.



2. Select a store in the **Store** field.
3. Select a date in the **Business Day** field.
4. Click **Save and Close**

The specified Store Day is created and the Store Day Summary window opens. There will no data for the store day and you can enter transactions through the screens. Sales Audit can now process TLOG files for the Store Day.

# 3

## Manage Store Days

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-Totaling/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.

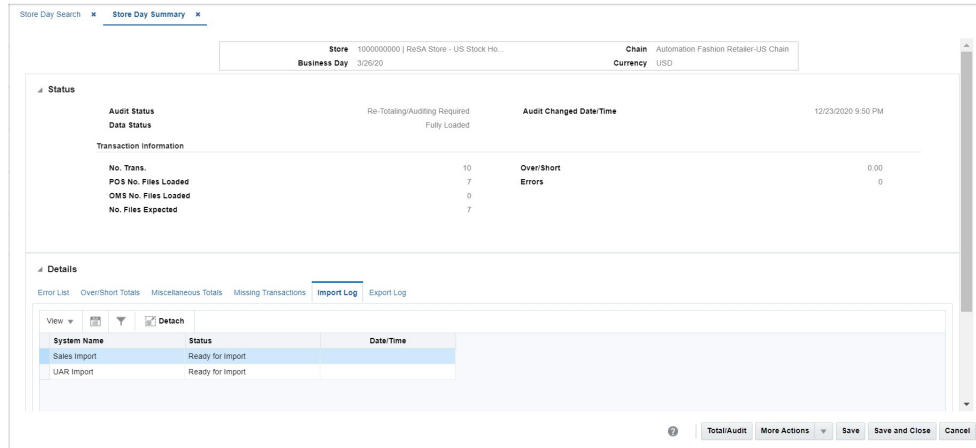
### View a Store Day Information

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.

## Revalidate Errors

To revalidate errors:

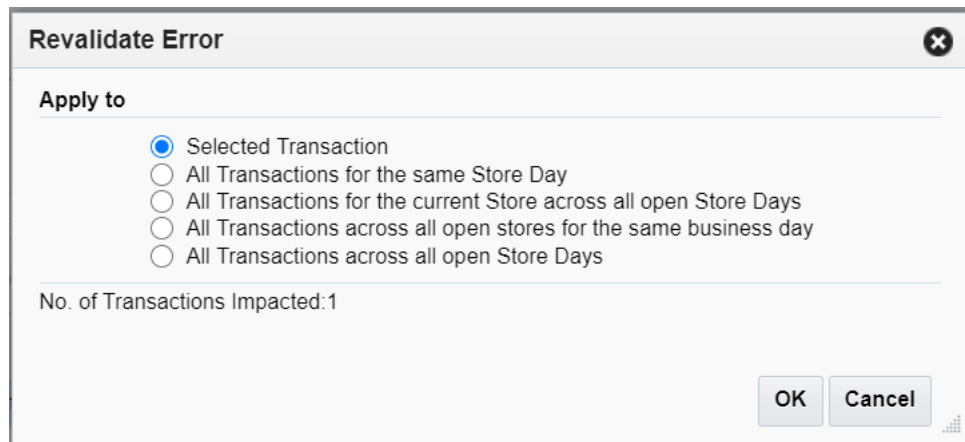
1. From the Tasks menu, select **Store Day Audit**. The Store Day Search window appears.
2. Search for and retrieve a store day in **Edit** mode.
3. In the **Error List** tab, select an error from the list.

**Figure 3-2 Revalidate Option**

Rule Status	Description	Recommended Solution	Override	Systems Impacted	Updated By	Update Date	Error Type
Approved	Tender amount greater than 500 in ...	Tender Amount should be Less than 500\$	<input type="checkbox"/>		RMS01	6/15/2020 3:08 AM	Tender Level E
Approved	Item qty is greater than 10 in single t...	Item qty should be less than 10	<input type="checkbox"/>		RMS01	6/15/2020 3:08 AM	Item Level Ern
Approved	Item qty is greater than 10 in single t...	Item qty should be less than 10	<input type="checkbox"/>		RMS01APP	6/2/2020 7:39 AM	Item Level Ern
Approved	credit card swiped for less than 100	Amount should be Greater than 100\$	<input type="checkbox"/>		RMS01	6/15/2020 3:08 AM	Tender Level E
Approved	credit card swiped for less than 100	Amount should be Greater than 100\$	<input type="checkbox"/>		RMS01APP	6/2/2020 7:39 AM	Tender Level E

4. Select **Actions > Revalidate Error**. A message window appears.



**Figure 3-3 Revalidate Apply Message**

5. Select the transaction set for revalidation.
6. Click **OK** to close the window and run the revalidation process.

## 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. 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.

## Reopen a Store Day

To reopen a store day:

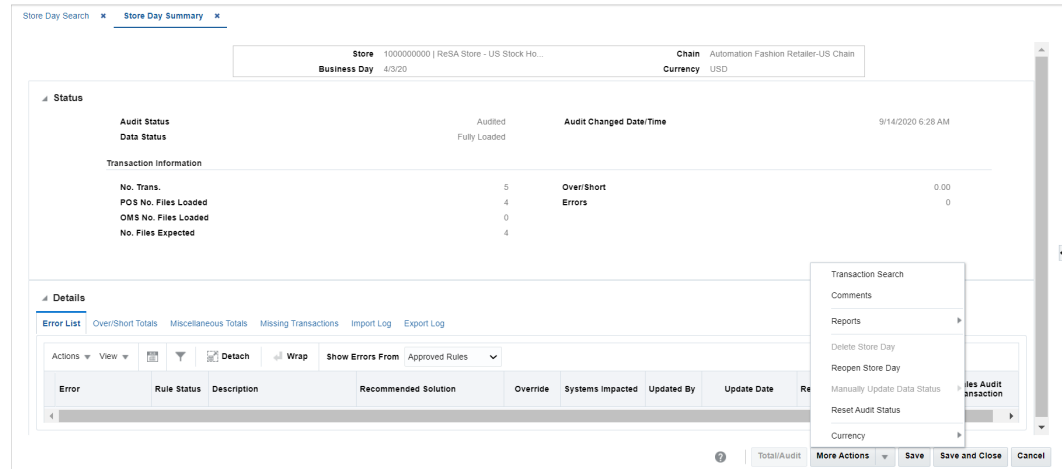
1. From the **Tasks** menu, select **Store Day Audit**. The Store Day Search window appears.
2. Search for and retrieve a store day in **Edit** mode. The Store Day Summary window appears.
3. From the **More Actions** menu, select **Reopen Store Day**.

### **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.

- 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.

**Figure 3-4 Store Day Summary**



## 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

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

### Delete a Missing Transaction

- From the Tasks menu, select **Store Day Audit**. The Store Day Search window appears.
- Search for and retrieve a store day in **Edit** mode. The Store Day Summary window appears. Select the **Missing Transactions** tab.
- Select the missing transaction.
- From the **Actions** menu, select **Delete**.

5. Click **Yes** to confirm.
6. Click **Done** to save your changes and close the window.

# 4

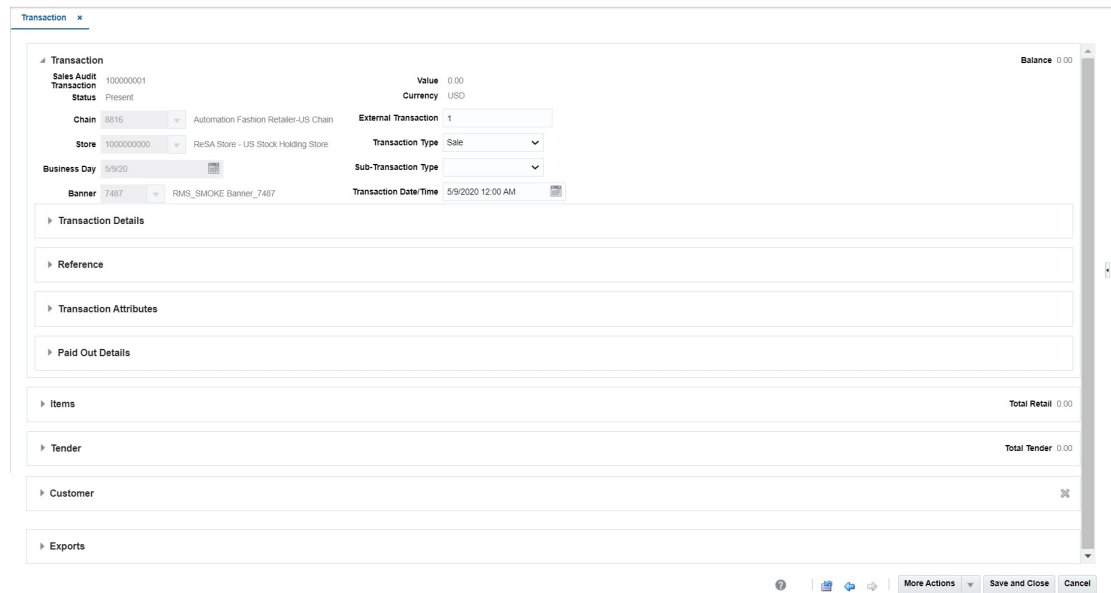
## Manage Transactions

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.

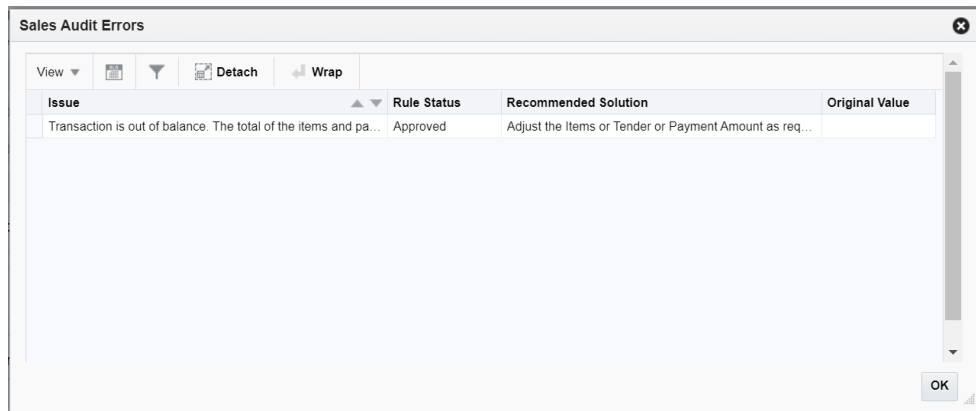
**Figure 4-1 Transaction Maintenance Window**



## 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.



Issue	Rule Status	Recommended Solution	Original Value
Transaction is out of balance. The total of the items and pa...	Approved	Adjust the Items or Tender or Payment Amount as req...	

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. Only Transaction level rules are executed against the transaction.

## 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:
  - Transaction details to a transaction.
  - Reference field values to a transaction.
  - Transaction attributes to a transaction.
  - Paid out details to a transaction.
  - Items to a transaction.
  - Item attributes to the items on a transaction.
  - Tax to the items on a transaction.
  - Tax attributes to the items on a transaction.
  - Discount to the item on a transaction.
  - Discount attributes to the items on a transaction.
  - Tender records to a transaction.
  - Tender attributes to a transaction.
  - Customer information and attributes to a transaction.
  - Tax details to a transaction, if the store accepts transaction level tax.
9. Click **Save and Close** to save your changes and close the window.

 **Note:**

You cannot create a transaction that contains an error. The respective validations are performed upon clicking **Save and Close**.

## Add Transaction Details

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

**Figure 4-2 Transaction Details**

The screenshot shows the 'Transaction Details' section with the following fields:

- Payment Amount:
- Reason Code: ACCT (dropdown)
- Credit Promotion ID:
- Originated in POS:
- Originated in OMS:
- Duplicate from OMS:
- Original Transaction:
- Original Transaction Type: (dropdown)
- OrigRegNo:
- Salesperson: Jon
- Register: 1
- Cashier: Jon

2. Enter the information as required.

## Add Reference Information

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

**Figure 4-3 Reference Section on the Transaction Maintenance Window**

The screenshot shows the 'Reference' section with a grid of 12 reference number fields:

Reference No. 1	Reference No. 25: 32878732873287	Reference No. 28
Reference No. 2	Reference No. 26: 7632732787328732	Reference No. 29
Reference No. 3	Reference No. 27: 8238998329832	Reference No. 30
Reference No. 4		Reference No. 31

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

## Add Transaction Attributes

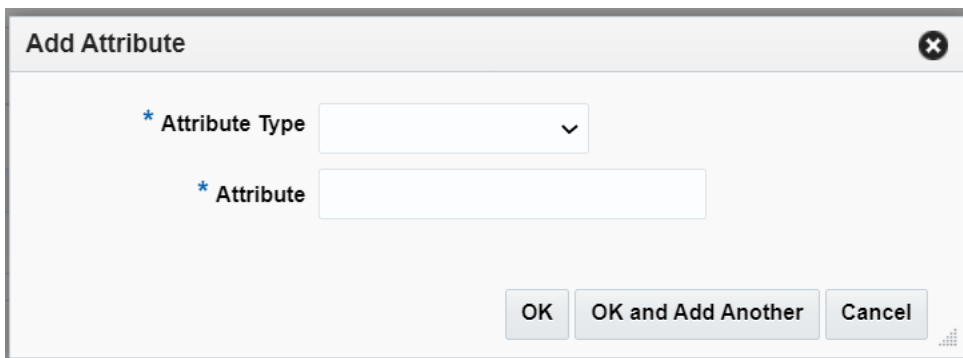
1. On the Transaction Maintenance window, click the arrow next to the Transaction Attributes section. The Transaction Attributes section is expanded.

The screenshot shows the 'Transaction Attributes' section with a table and a toolbar:

- Toolbar: Actions, View, +, -, Detach
- Table:
 

Attribute Type	Attribute
No data to display	

2. Select **Actions > Add**. The Add Attribute window appears.



The screenshot shows a dialog box titled "Add Attribute". It has a close button (X) in the top right corner. There are two required fields, both marked with an asterisk (\*): "Attribute Type" is a dropdown menu, and "Attribute" is a text input field. At the bottom of the dialog, there are three buttons: "OK", "OK and Add Another", and "Cancel".

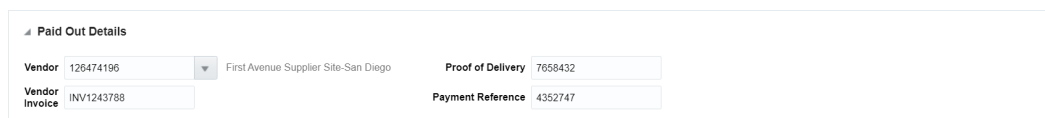
3. In the **Attribute Type** field, select the attribute type from the dropdown.
4. In the **Attribute** field, enter the attribute value associated to the transaction at the header level.

## Add Paid Out Details

To add paid out details to a transaction:

1. On the Transaction Maintenance window, expand the **Paid Out Details** section.

**Figure 4-4 Paid Out Details**



The screenshot shows the "Paid Out Details" section of a transaction maintenance window. It contains several input fields: "Vendor" (126474196), "Vendor Invoice" (INV1243788), "Proof of Delivery" (7658432), and "Payment Reference" (4352747). The "Vendor" field is expanded to show "First Avenue Supplier Site-San Diego".

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 Item Information

In the Items section, click the arrow next to **Item**. The Items section is expanded. You can add item, item attributes, taxes (including attributes), and discounts (including attributes) in this section.



**Figure 4-5 Item Details Section on the Transaction Maintenance Window**

The screenshot shows the 'Item Details' section of a transaction maintenance window. It is organized into four main panels, each with a table and a 'No data to display' message below it.

- Items:** The table has columns for Item Type, Item, Description, Reference Item, Reference Item Description, Item Status, Unit Retail, Quantity, UOM Quantity, Selling UOM, Total Discount, and Total. The total retail is 0.00.
- Item Attributes:** The table has columns for Attribute Type and Attribute.
- Taxes:** The table has columns for Tax Authority, Tax Code, Tax Code Description, Total Tax Amount, Tax Rate, Component Item, Component Item Description, Reference No. 23, and Reference No. 24. The total tax is 0.00.
- Discounts:** The table has columns for Component Type, Promotion Name, Offer, Discount Type, Coupon, Quantity, UOM Quantity, Discount UOM, Unit Discount Amount, and Total. The total discount is 0.00.

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 4-6 Transaction - Add Item Window

**Add Item**

Item Type: Item

Item: 399990941  Bootcut Jeans

Reference Item: 100500045  Bootcut Jeans

Unit Retail: 30.25 USD

Quantity: 1

UOM Quantity: 1

Selling UOM: EA

Item Status: Sale

Return Reason:

Sales Person:

Swiped or Scanned at POS:

Taxable:

Drop Ship:

Original Store:

Original Transaction:

Reference No. 5:

Reference No. 6:

Reference No. 7:

Reference No. 8:

Price Override:

OK OK and Add Another Cancel

4. If the Item Type is selected as 'Item', the 'Reference Item' field appears. Enter or select the required item number in the field.
5. Enter details such as **Quantity** and **Item Status**.
6. Enter the values in the other fields as required.
7. 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. After entering the details mentioned in the earlier section, 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 > New**. The Add 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 4-7 Add Item Window**

The screenshot shows the 'Add Item' window with the following fields and sections:

- Recipient Name**: Text input field.
- Recipient State**: Text input field.
- Recipient Country**: Text input field.
- Reference No. 8**: Text input field.
- Price Override**: Section header with a right-pointing arrow.
- Customer Order Attributes**: Section header with a left-pointing arrow, containing:
  - Customer Order**: Text input field.
  - Customer Order Line**: Text input field.
  - Customer Order Date**: Text input field with 'm/d/yy' format and a calendar icon.
  - Media ID**: Text input field.
  - Selling Item**: Text input field.
  - Sales Type**: Dropdown menu with 'Regular Sales' selected.
  - Fulfillment Order**: Text input field.
  - Fulfillment Location**: Two dropdown menus.
  - Return Warehouse**: Dropdown menu.
  - Return Without Inventory**: Dropdown menu.
  - Return Disposition**: Dropdown menu.

At the bottom right, there are three buttons: **OK**, **OK and Add Another**, and **Cancel**.

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 > Add**. The Add Item window appears.
2. In the Price Override section, enter the override reason in the **Override Reason** field.

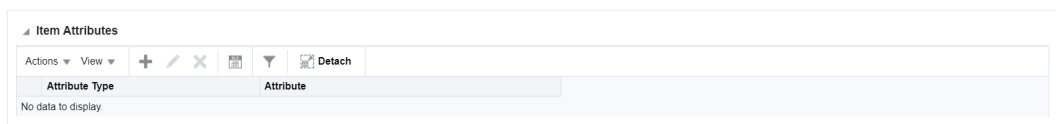
3. In the **Original Unit Retail** field, enter the original retail of the item.
4. Click **OK** to save your changes and close the window.

## Add Item Attributes

You will be allowed to add the item attributes for a particular item that has been added in the transaction. The option to add these will get enabled only when at least one item has been added.

1. To add the attributes related to items, in the Item Attributes section, select **Actions > Add**. The Add Attribute window appears.

**Figure 4-8 Item Attributes Section on the Transaction Maintenance Window**



**Figure 4-9 Add Attributes**

2. In the **Attribute Type** field, select the attribute type from the dropdown.
3. In the **Attribute** field, enter the attribute value for the attribute type, associated to the item in the transaction.

## Add Item Taxes

To add Taxes at the Item Level, follow the below steps:

**Figure 4-10 Add Tax**

1. In the Items section, click the arrow next to Taxes to expand the tax section. Click **Actions > Add**. The Add Tax window appears.
2. Enter the Tax Authority.
3. Select the Tax Code from the list.
4. Enter the Tax Rate Type. This field is only displayed if GTS is on in the system.
5. Enter the Total Tax Amount and the Tax Rate.
6. Enter the values in the Reference Fields as required.
7. Click **OK** to save your changes and close the window.

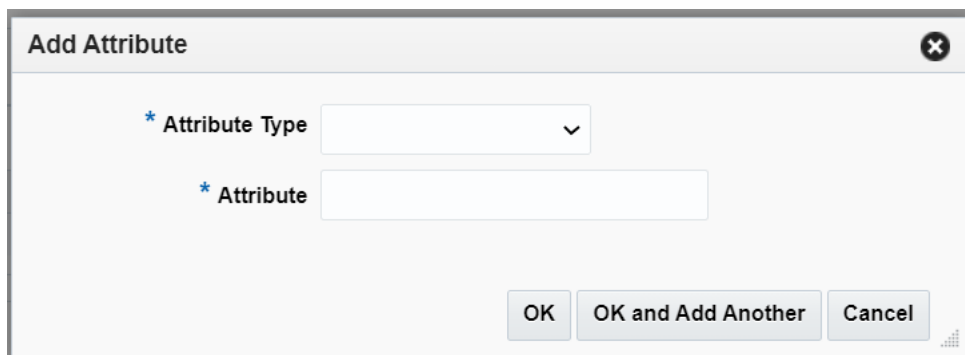
### Add Item Tax Attributes

You will be allowed to add the item tax attributes for a particular tax that has been added against an item. The option to add these will get enabled only when at least one item level tax has been added.

1. To add the attributes related to item level taxes, in the Tax Attributes section, select **Actions > Add**. The Add Attribute window appears.

**Figure 4-11 Item Tax Attributes Section on the Transaction Maintenance Window**

Figure 4-12 Add Attribute



The screenshot shows a dialog box titled "Add Attribute". It has a close button in the top right corner. The dialog contains two required fields, both marked with an asterisk: "\* Attribute Type" which is a dropdown menu, and "\* Attribute" which is a text input field. At the bottom of the dialog, there are three buttons: "OK", "OK and Add Another", and "Cancel".

2. In the **Attribute Type** field, select the attribute type from the dropdown.
3. In the **Attribute** field, enter the attribute value associated to the attribute type for the item tax in the transaction.

## 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.

Figure 4-13 Add Discount Window

The screenshot shows the 'Add Discount' window with the following fields and values:

- Component Type: In Store Discount
- Promotion: (empty)
- Promotion Component: (empty)
- Discount Type: Store Coupon
- Coupon: (empty)
- Quantity: (empty) EA
- UOM Quantity: (empty) EA
- Unit Discount Amount: (empty) USD
- Coupon Reference: (empty)
- Reference No. 13: (empty)
- Reference No. 14: (empty)
- Reference No. 15: (empty)
- Reference No. 16: (empty)

Buttons at the bottom: OK, OK and Add Another, Cancel

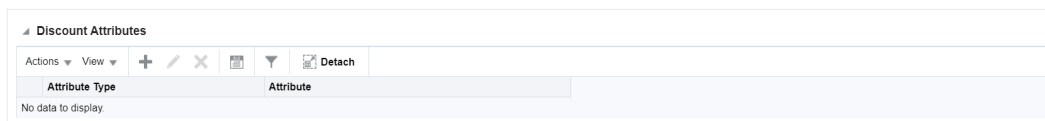
3. In the **Promotion Component** field, edit the component of the promotion as necessary.
4. In the **Coupon No.** field, enter the ID of the promotion or discount.
5. In the **Quantity** field, enter the quantity for the discount.
6. In the **Unit Discount Amount** field, enter the amount of the discount.
7. Add the appropriate reference information.
8. Click **OK** to save your changes and close the window.

## Add Discount Attributes

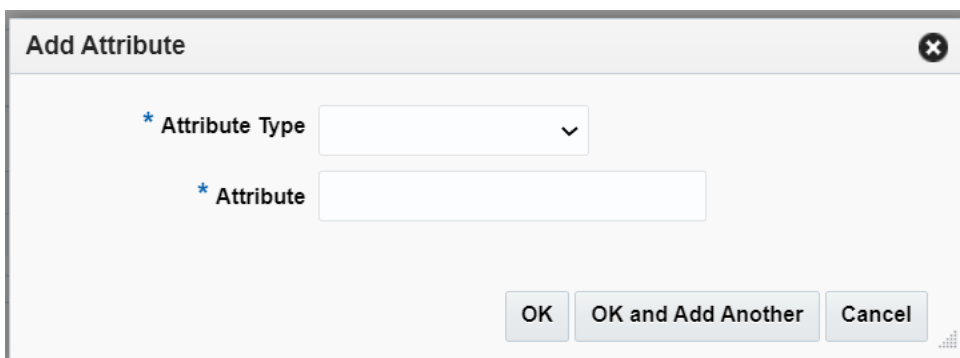
You will be allowed to add the discount attributes for a particular discount that has been added against an item. The option to add these will get enabled only when at least one item level discount has been added.

1. To add the attributes related to discounts, select **Actions > Add**. The Add Attribute window appears.

**Figure 4-14 Discount Attributes Section on the Transaction Maintenance Window**



**Figure 4-15 Add Attribute**



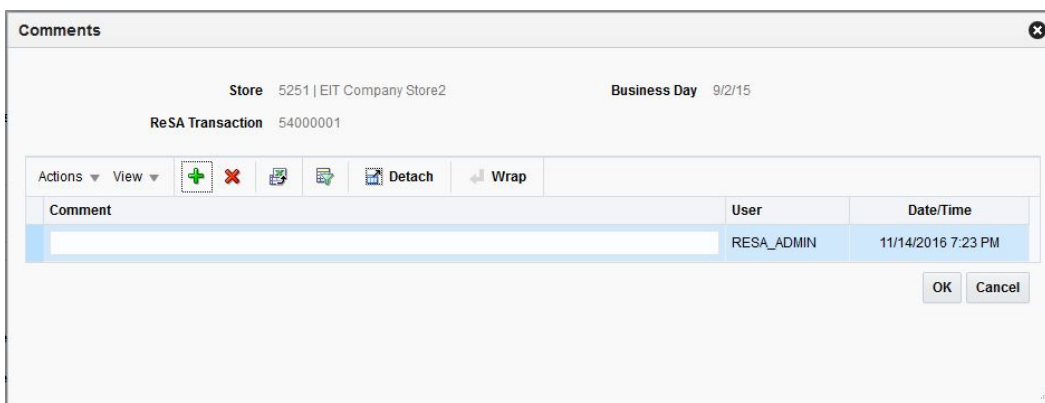
2. In the **Attribute Type** field, select the attribute type from the dropdown.
3. In the **Attribute** field, enter the attribute value associated to the attribute type added to the discount for the item in the transaction.

## Add Comments

To add comments:

1. On the Transaction Maintenance window, from the **More Actions** menu, select **Comments**. The Comments window appears.
2. Select **Actions > Add**. The next line in the table is enabled for commenting.

**Figure 4-16 Comments Window**



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.

Figure 4-17 Add Tender Window

The screenshot shows the 'Add Tender' dialog box. It contains the following fields and sections:

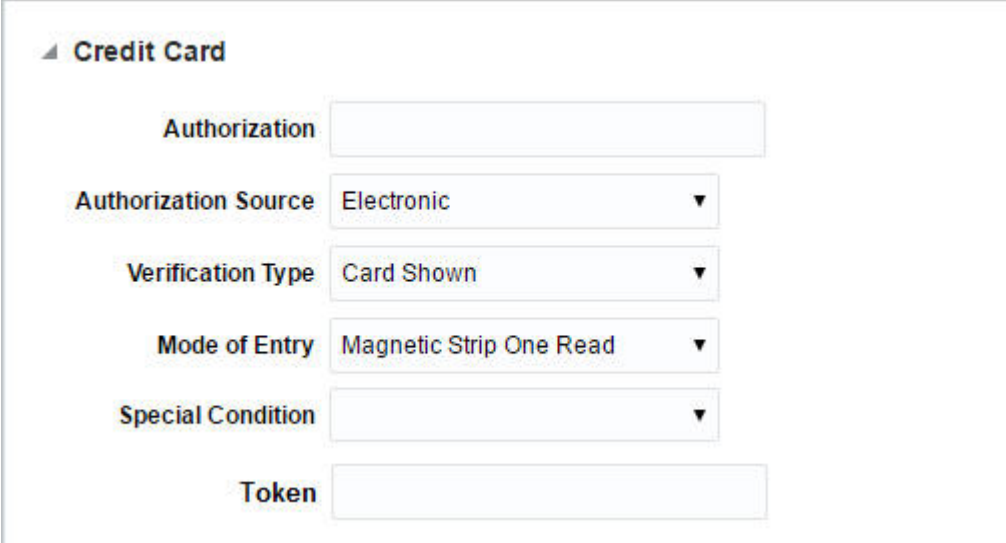
- Tender Type Group:** A dropdown menu with 'Cash' selected.
- Tender Type:** A dropdown menu with '1000' selected, and a label 'Cash - primary currency' to its right.
- Tender Sequence:** A text input field.
- Expiration Date:** A date picker icon.
- Amount:** A text input field with '9,999.00' entered.
- Check Information:** An expandable section with a right-pointing arrow.
- Identification:** An expandable section with a right-pointing arrow.
- Collected:** An expandable section with a right-pointing arrow.
- Credit Card:** An expandable section with a right-pointing arrow.
- Reference:** An expandable section with a right-pointing arrow.
- Buttons:** 'OK', 'OK and Add Another', and 'Cancel' buttons at the bottom right.

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.

**Figure 4-18 Credit Card Section on the Transaction Maintenance - Add Tender Window**



▲ **Credit Card**

Authorization

Authorization Source

Verification Type

Mode of Entry

Special Condition

Token

- 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.

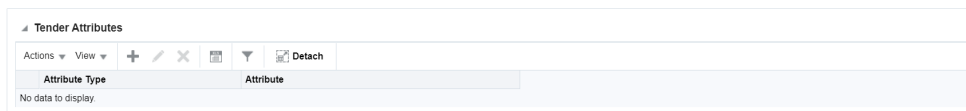
6. You can add user-defined reference information to a type of tender in the **Reference** section.
7. Click **OK** to save your changes and close the window.

## Add Tender Attributes

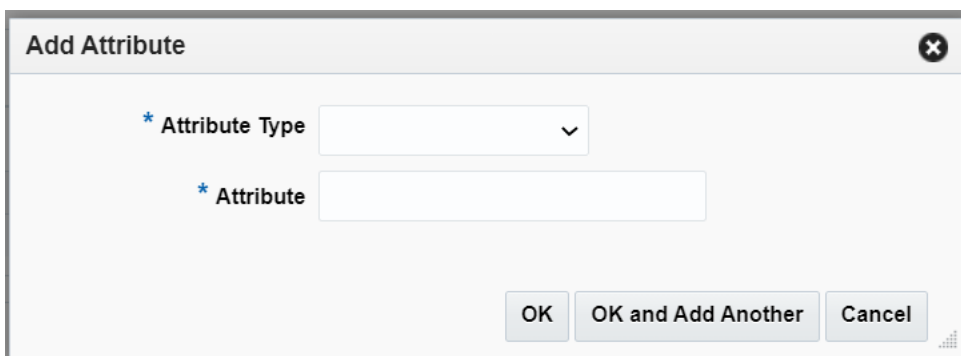
You will be allowed to add the tender attributes for a particular tender that has been added in the transaction. The option to add these will get enabled only when at least one tender record has been added.

1. To add the attributes related to the tenders in the transaction, select **Actions > Add**. The Add Attribute window appears.

**Figure 4-19 Tender Attributes Section on the Transaction Maintenance Window**



**Figure 4-20 Add Attribute**



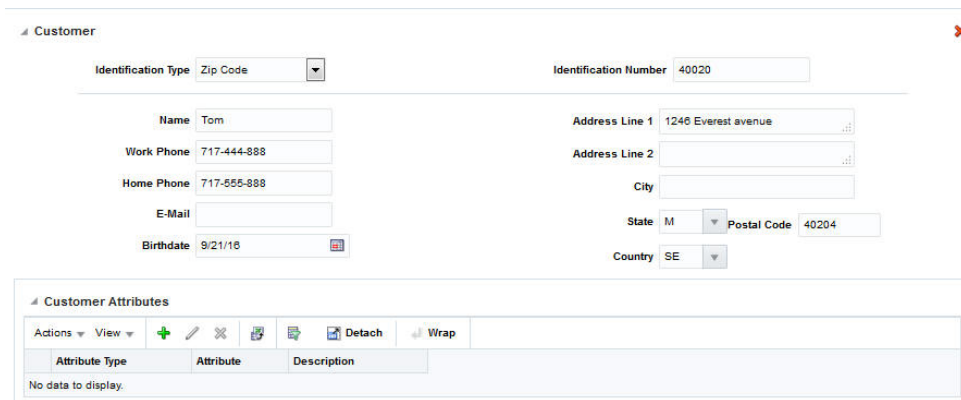
2. In the **Attribute Type** field, select the attribute type from the dropdown.
3. In the **Attribute** field, enter the attribute value associated for the attribute type added to the tender in the transaction.

## Add Customer Information

To add customer information to a transaction:

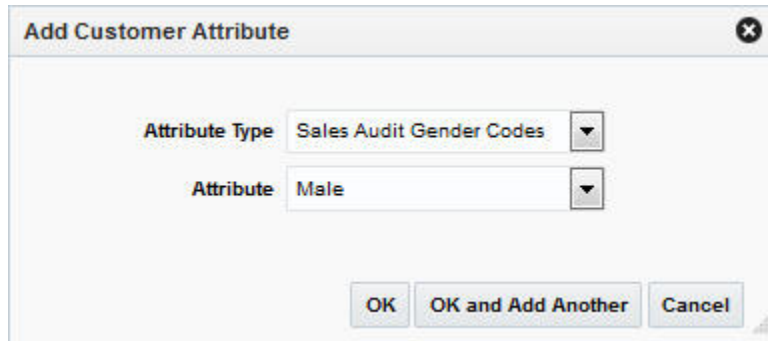
1. On the Transaction Maintenance window, expand the **Customer** section.
2. In the **Identification Type** field, select the source of the customer information.
3. In the **Identification No.** field, enter the ID from the source document selected in the **Identification Type** field.
4. In the remaining fields, enter the name and the address information for the customer.

**Figure 4-21 Transaction Maintenance Window - Customer Section**



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.

**Figure 4-22 Add Customer Attribute Window**



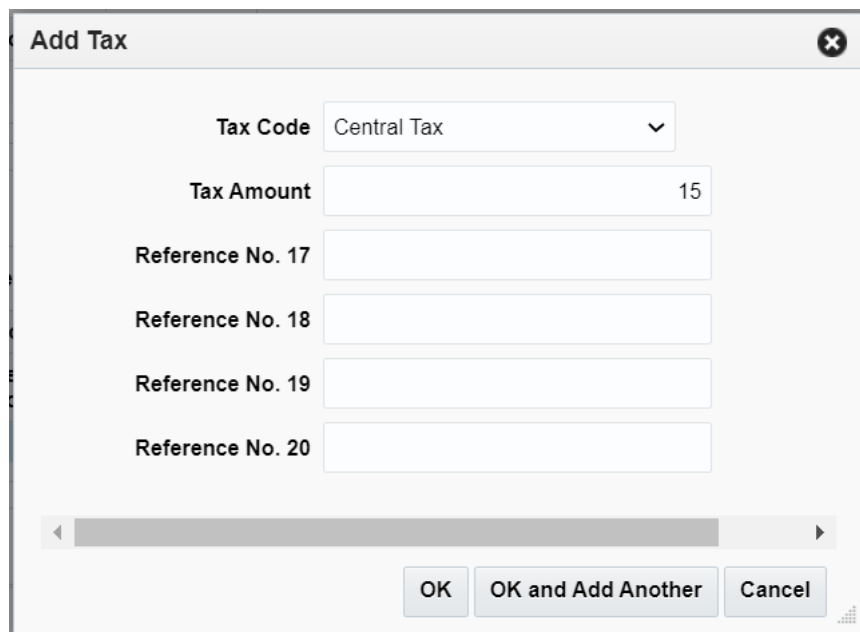
8. Click **OK** to save your changes and close the window.

## Add Transaction Tax

To add Taxes at the Transaction Level, follow the below steps:

1. Select the Tax Code from the list.

**Figure 4-23 Add Tax**



2. Enter the Tax Amount.
3. Enter values for the Reference Fields as required.

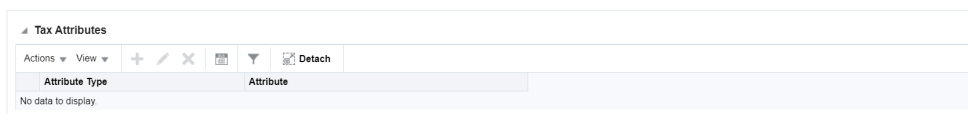
4. Click **OK** to save your changes and close the window.

## Add Transaction Tax Attributes

You will be allowed to add the tax attributes for a particular tax that has been added in the transaction. The option to add these will get enabled only when at least one transaction level tax has been added.

1. To add the attributes related to the taxes in the transaction, select **Actions > Add**. The Add Attribute window appears.

**Figure 4-24 Transaction Tax Attributes Section on the Transaction Maintenance Window**



**Figure 4-25 Add Attribute**

2. In the **Attribute Type** field, select the attribute type from the dropdown.
3. In the **Attribute** field, enter the attribute value associated to the transaction level taxes in the transaction.

## Edit a Transaction

To Edit 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 > Edit**. The Transaction Maintenance window appears in edit mode.
5. To edit any transaction data, go to the respective container, select an existing record, and select **Actions > Edit**. The similar screens as mentioned above will be opened in the edit mode.

6. Add or edit the values of the fields.
7. Click **Save and Close** to save your changes and close the window.

 **Note:**

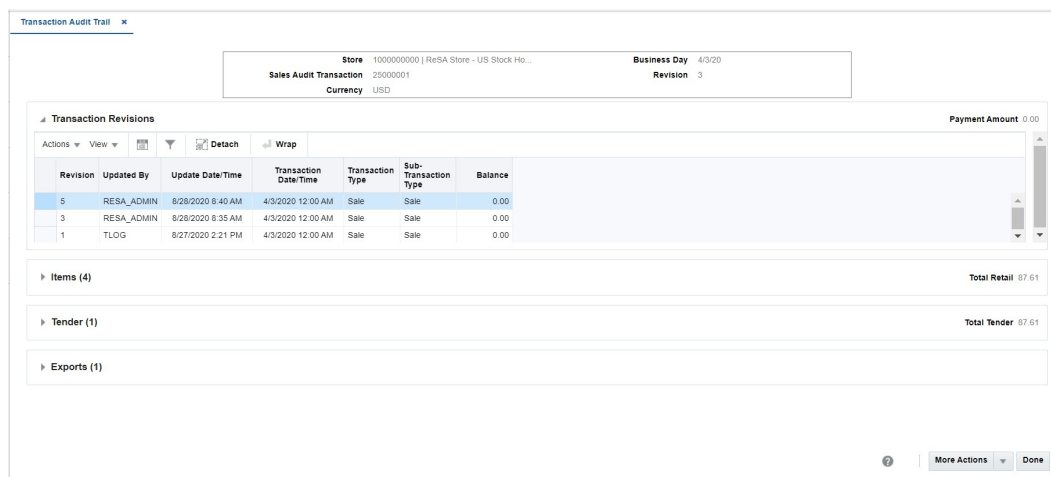
Saving a transaction with errors, after editing is not restricted as it happens in the create mode. You are able to save an existing transaction that contains an error. The respective validations are performed upon clicking **Save and Close**.

## 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.

**Figure 4-26 Transaction Audit Trail Window**



Revision	Updated By	Update Date/Time	Transaction Date/Time	Transaction Type	Sub-Transaction Type	Balance
5	RESA_ADMIN	8/28/2020 8:40 AM	4/3/2020 12:00 AM	Sale	Sale	0.00
3	RESA_ADMIN	8/28/2020 8:35 AM	4/3/2020 12:00 AM	Sale	Sale	0.00
1	TLOG	8/27/2020 2:21 PM	4/3/2020 12:00 AM	Sale	Sale	0.00

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.

# 5

## View Audit Trail

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.
3. Select **Actions > View**. The Transaction Maintenance window appears.
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.

**Figure 5-1 Transaction Audit Trail Window**

The screenshot shows the 'Transaction Audit Trail' window. At the top, it displays 'Store 1000000000 | ReSA Store - US Stock Ho...' and 'Business Day 4/3/20'. Below this, it shows 'Sales Audit Transaction 25000001' and 'Revision 3'. The main section is titled 'Transaction Revisions' and contains a table with the following data:

Revision	Updated By	Update Date/Time	Transaction Date/Time	Transaction Type	Sub-Transaction Type	Balance
5	RESA_ADMIN	8/28/2020 8:40 AM	4/3/2020 12:00 AM	Sale	Sale	0.00
3	RESA_ADMIN	8/28/2020 8:35 AM	4/3/2020 12:00 AM	Sale	Sale	0.00
1	TLOG	8/27/2020 2:21 PM	4/3/2020 12:00 AM	Sale	Sale	0.00

Below the table, there are summary sections: 'Items (4)' with 'Total Retail 87.61', 'Tender (1)' with 'Total Tender 87.61', and 'Exports (1)'. At the bottom right, there are 'More Actions' and 'Done' buttons.

5. Select a revision from the table.
6. To view all revisions in detail:
  - **Item level:** Expand the Items section, select an item and expand the **Item Revisions** section. You can view all the revisions for the selected item.
  - **Tender level:** Expand the Tender section, select a tender and expand the **Tender Revisions** section. You can view all the revisions for the selected tender.

- **Export level:** Expand the Exports section, select an export and expand the **Export Revisions** section. You can view all the revisions for the selected export.
7. Click **Done** to close the window.

## 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**

The screenshot shows the 'Total Audit Trail' window. At the top, there are tabs for 'ReSA Dashboard', 'Total Audit Trail Search', and 'Total Audit Trail'. Below the tabs, there is a header section with the following information:

- Store: 1111 | Bharat Regression Testing Store
- Business Day: 10/14/16
- Chain: 1899 | Oracle Retail North India Chai...
- Currency: USD
- Category: TD | Tender Type
- Total: CARD\_TOTAL | Card Total

Below the header, there is a section titled 'Audit Trail' with a table of revisions. The table has the following columns: Revision, RTLOG, Reported (System, HQ, Last), Updated By, and Update DateTime. The data rows are:

Revision	RTLOG	Reported	HQ	Last	Updated By	Update DateTime
1	0.00	15.00	0.00	15.00	RN/SD1QASATCH	10/25/2016 10:02 ...
2	0.00	15.00	0.00	15.00	RN/SD1APP	10/25/2016 10:36 ...
3	0.00	15.00	0.00	15.00	RN/SD1APP	10/25/2016 10:36 ...

Below the table, there is a section titled 'Revision Export Details' with a table for export information. The table has the following columns: System Name, Export Date, and Accounting Period. The data row is:

System Name	Export Date	Accounting Period
No data to display.		

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

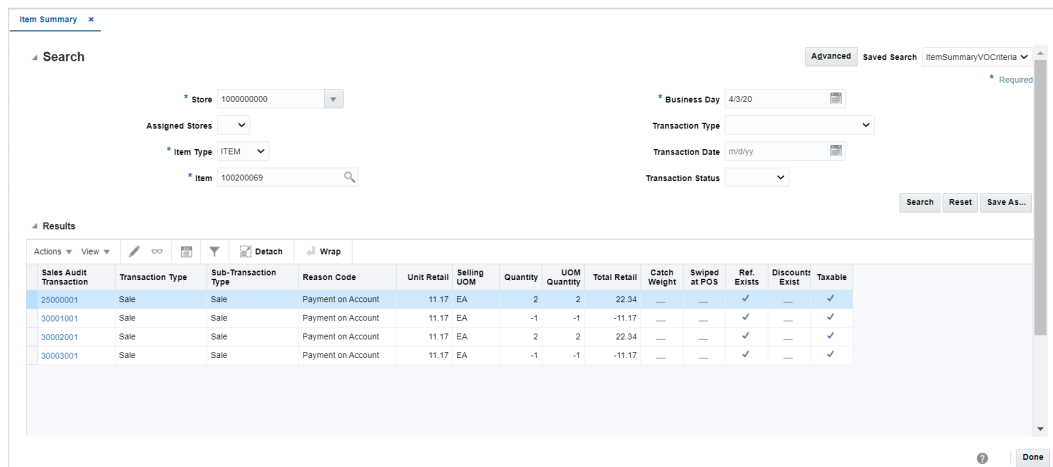
## View Item Summary

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.



Figure 5-3 Item Summary Window

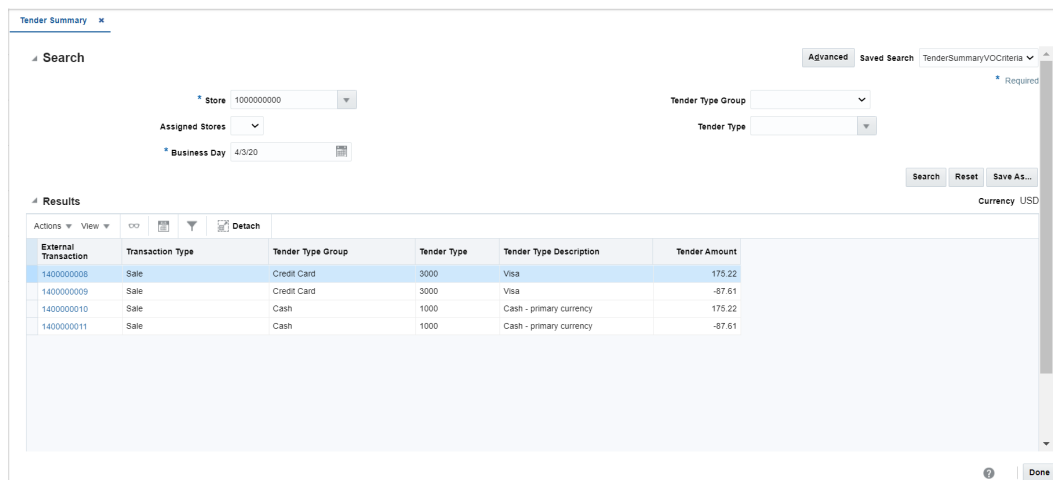


## View Tender Summary

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.

Figure 5-4 Tender Summary 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 5-5 General Ledger Transactions**

The screenshot shows the 'General Ledger Transactions' search window. At the top, there are tabs for 'Advanced', 'Saved Search', and 'Default'. Below this, there are search criteria fields: 'Store' (6665), 'Total ID' (DECCASH), 'Processed Date' (9/30/16), 'Accounting Date' (9/15/16), and 'Business Day' (9/21/16). There are 'Search', 'Reset', and 'Save As...' buttons. Below the search criteria, there is a 'Results' section with a table. The table has columns: Store, StoreName, Business Day, Processed Date, Accounting Date, Total, Total Value, and Currency. The table is currently empty, displaying 'No data to display.' and 'Total Records: 0'. There are also 'Columns Hidden: 5' and 'Total Records: 0' indicators at the bottom of the table area.

# 6

## Manage ACH Transactions

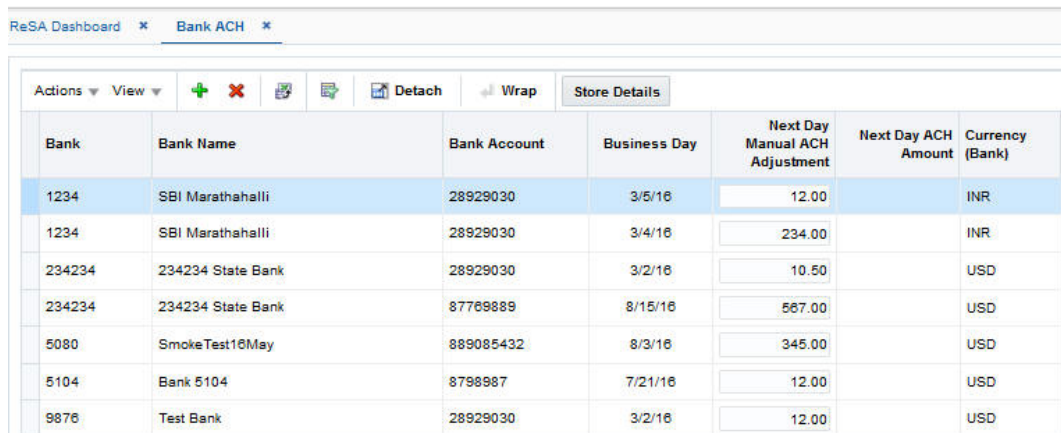
The Automated Clearing House (ACH) Maintenance module allows you to declare and manage how much money is deposited in local bank accounts. ACH maintenance allows Headquarter (HQ) users to manage how money moves from local bank accounts to centralized bank accounts. You can manage ACH transactions using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

**Figure 6-1 Bank ACH Window**



Bank	Bank Name	Bank Account	Business Day	Next Day Manual ACH Adjustment	Next Day ACH Amount	Currency (Bank)
1234	SBI Marathahalli	28929030	3/5/16	12.00		INR
1234	SBI Marathahalli	28929030	3/4/16	234.00		INR
234234	234234 State Bank	28929030	3/2/16	10.50		USD
234234	234234 State Bank	87769889	8/15/16	567.00		USD
5080	SmokeTest16May	889085432	8/3/16	345.00		USD
5104	Bank 5104	8798987	7/21/16	12.00		USD
9876	Test Bank	28929030	3/2/16	12.00		USD

### 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.

**Figure 6-2 Add Adjustment**

The screenshot shows a dialog box titled "Add Adjustment". It has the following fields and values:

- Bank:** 5080 (dropdown menu)
- Bank Account:** 889085432 (dropdown menu)
- Business Day:** 9/30/16 (calendar icon)
- Next Day Manual ACH Adjustment:** 1,000 (USD)

At the bottom right, there are three buttons: "OK", "OK and Add Another", and "Cancel".

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

## 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.

**Figure 6-3 Store ACH Window**

The screenshot shows the "Store ACH" window with a table of transactions. The table has the following columns and data:

Store	Store Name	Business Day	Bank	Bank Name	Next Day Manual Deposit Adjustment	Next Day Estimated Deposit	Today Estimated Deposit Adjustment	Currency (Local)
5251	EIT Company Store2	7/21/16	234234	234234 State Bank	23.00			USD
5251	EIT Company Store2	7/29/16	234234	234234 State Bank	122.00			USD
5251	EIT Company Store2	3/12/16	1234	SBI Marathahalli	29.75		1,023.23	USD

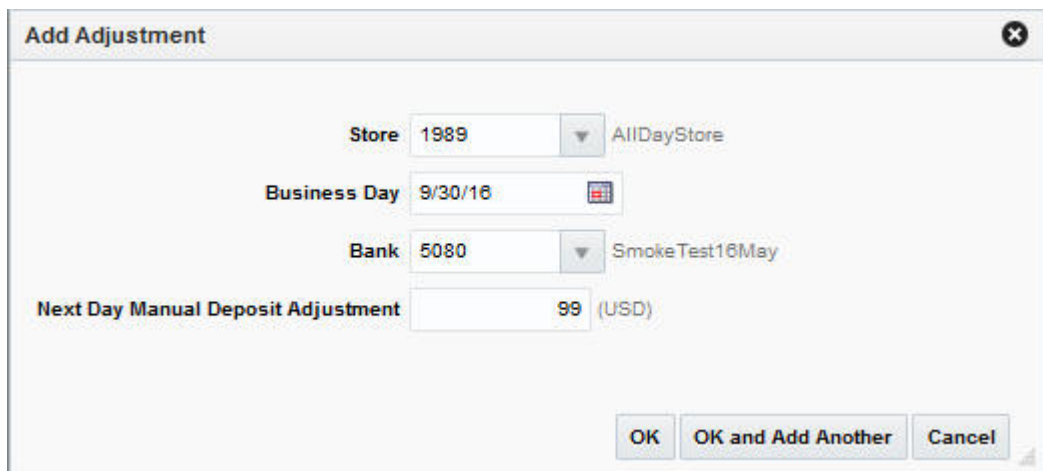
2. To view the bank details for a selected store, click **Bank Details**. The Bank ACH window appears.
3. Click **OK** to close the window.

## 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



The screenshot shows a window titled "Add Adjustment" with a close button in the top right corner. The window contains four input fields:

- Store:** A text box containing "1989" and a dropdown arrow, with "AllDayStore" displayed to the right.
- Business Day:** A text box containing "9/30/16" and a calendar icon to the right.
- Bank:** A text box containing "5080" and a dropdown arrow, with "SmokeTest16May" displayed to the right.
- Next Day Manual Deposit Adjustment:** A text box containing "99" and "(USD)" to the right.

At the bottom right of the window, there are three buttons: "OK", "OK and Add Another", and "Cancel".

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.