

Oracle® Retail Sales Audit Foundation Data User Guide



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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.

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- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

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Oracle Retail product documentation is available on the following web site:

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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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Oracle Retail product documentation is available on the following web site:

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(Data Model documents can be obtained through My Oracle Support.)

Conventions

The following text conventions are used in this document:

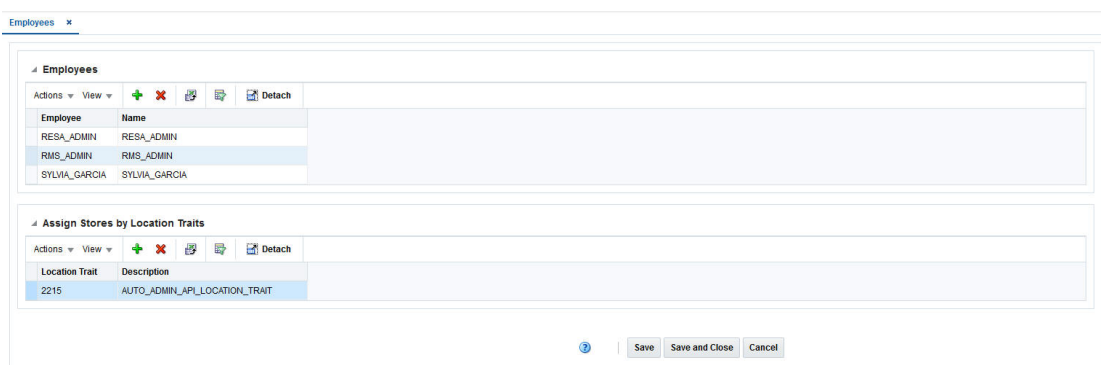
Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type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

1

Manage Employees

The Employees window is used for associating auditors with the locations based on location traits in the system. This window has two tables, the Employees table and the Assign Stores by Location Traits table. Data displayed in the Assign Stores by Location Traits is based on the records elected in the Employees table. The Employees table displays the Employee ID and the associated display name from the LDAP.

Figure 1-1 Employees Window



Add an Employee

To add an employee:

1. From the Tasks menu, select **Foundation Data > Application Administration > Employees**. The Employees window appears.
2. In the Employees table, select **Actions > Add**. The Add Employee window appears.
3. Enter the employee name in the Employee field.
4. Click **OK**. If the employee exists in LDAP, the employee name is added.

Associate Stores to an Employee

After an employee is added, you must assign stores using a location trait to the employee.

To assign a location trait:

1. From the Tasks menu, select **Foundation Data > Application Administration > Employees**. The Employees window appears.
2. Select an employee from the Employees table.
3. In the Assign Stores by Location Traits table, select **Actions > Add**. The Add Location Trait window appears.

4. Select the location trait in the Location Trait field.
5. Click **OK**. The location trait is assigned to the selected employee.

2

Define Totals

A total is a summation or count of two or more entities. For example, a total can be a summation of the quantity of items sold in the store on a particular store day.

You can use the Totals Definition Maintenance module of Sales Audit to define the totals, these totals can either be imported as transactional data from the POS/OMS system into Sales Audit through a RTLOG file or calculated by Sales Audit.

Source data can include transaction data and external data, such as money order totals or lottery ticket sales. You can choose the tables and columns for the total, build query statements to yield the desired information, and associate these totals with categories, such as stores or POS values.

Create Totals

Totals are a tool in Sales Audit that allows you to define saved procedures that create sums or counts of data within a Store Day. These totals can then be used during further processing for various purposes. Examples include totals for different types of tenders for export to the general ledger, counts of transactions that meet specific criteria to be used in audit rules, or for performing store balancing over/short analysis within Sales Audit.

A total in Sales Audit can be calculated from raw transaction data, or a total that comes from the POS/OMS through the RTLog. Totals can be based on raw transaction data, or on existing totals.

The Total Maintenance wizard allows you to create and update a total definition. It involves a series of steps where various details such as, total type, total entity, data source, roll up level, total usage can be specified. Each window in the wizard has a text box to the right that displays help text for each field. You should understand the following concepts before you create or update a total:

- Revision Number

Each total definition is assigned a revision number because updates to the total definitions are saved as new revisions and the existing definition record is not updated. This allows you to maintain a full audit trail and ensures that if an export is restarted after the total definition has changed, the system still has the total definition of the original export.

- Status

Each total definition is assigned a status. Based on the status of the total, the values it produces are stored in respective tables. For example, if a total definition is in Worksheet status, the values it calculates are written to the specific tables. This allows you to test total definitions to ensure the definition meets the functional need before introducing the total into the main test or production system.

Define Basic Information for Totals

Figure 2-1 Total Window

The Overview window allows you to enter basic information for a total. You can enter the following information on the Overview window:

Field	Description
Total	A unique ID and a description for the total. It is recommended that you add a description that is relevant to the objective you are trying to achieve with this total.
Description	A description for the total, any alpha numeric value is acceptable in this field.
Start Date and End Date	The period for which the total is active.
Update Date/Time	The system time when the total was last updated. This field is system generated and you cannot edit it.
Total Category	A grouping mechanism that helps to organize totals for display on the Over/Short and Miscellaneous Total windows. It does not influence the total in any way. It only helps to organize the total values for display. It determines the screens on which the total values are displayed. For over/short totals, you must specify an Over/Short Group and an Over/Short Operator.
Over/Short Group	Determines if the total values are 'Accounted For' (actual in hand money) or 'Accountable For' (based on transaction data, money the store should have).
Over/Short Operator	Used to determine whether the values produced by the total are added or subtracted from either the 'Accounted For' or 'Accountable For' groups.
Raw Data or Existing Total	A raw data total is defined using transaction data in the database. A combined total is defined by combining existing totals. While creating a raw data total, the total definition involves building an SQL statement.

Define Attributes

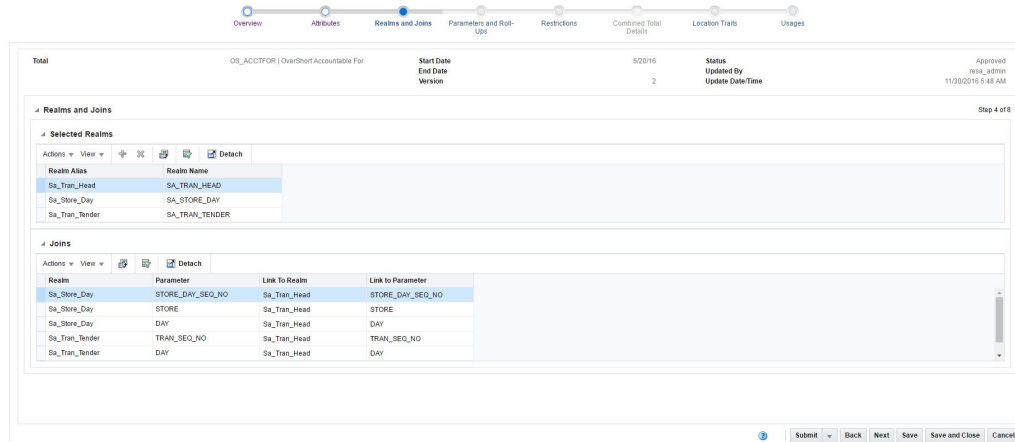
Figure 2-2 Attributes Window

The Attributes window allows you to identify from where can the values for this total come from. The following are the options on the Attributes window:

Field	Description
Corresponds to a value from the RTLOG	Determines whether the total is uploaded from the POS/OMS through an RTLOG file.
System calculated value	Determines whether the total is calculated by the system. For system calculated totals, you must either build a SQL statement or define a total through total maintenance wizard.
Count or sum	Determines whether the total values represent a number of occurrences (count) or an amount resulting from them (sum).
Store or system balancing level	Determines whether one value for the total is produced per store, or if one value is produced per cashier/store (if the balancing level is cashier) or per register/store (if the balancing level is register).
Created with the wizard	Determines whether the wizard is used to actually write the code for the total definition. Note: Selecting No is supported for on-premise implementations of Sales Audit only.
Required by the system	Determines whether the total is system required. The only totals that are required by the system and must be set up before production usage are: <ul style="list-style-type: none"> • OVRSHT_S - Used for the store level over/short total. • OVRSHT_B - Used for the balancing level over/short total (this is only used if the system option for Balance Level is either Cashier or Register).
Display Group	Determines the order in which the total appears on the Over/Short and Miscellaneous totals page.

Define Realms and Joins

Figure 2-3 Realms and Joins Window



The Realms section allows you to add existing realms (tables) to the total. The list of available realms is displayed in the window.

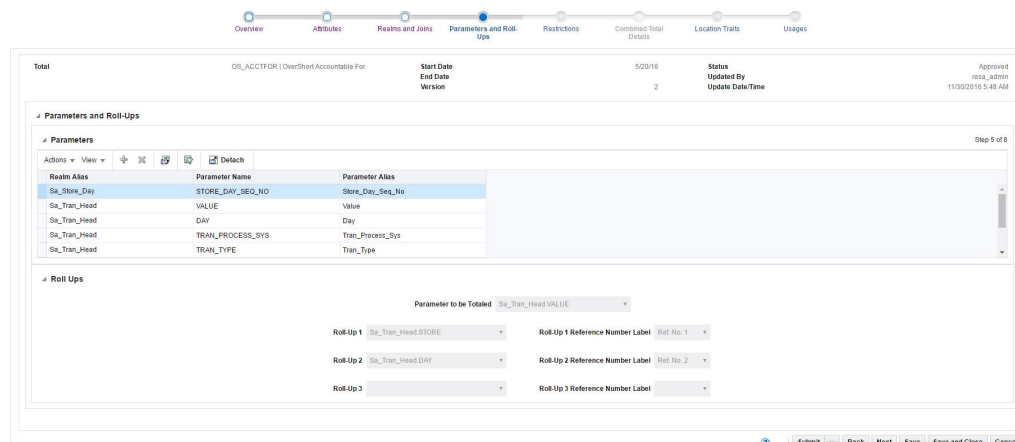
Availability of realms is determined by whether possible joins exist with the realms that are already added to the total definition (the wizard does not allow incomplete joins that create Cartesian products).

In general, you should add the general/parent tables, and then add the specific/child tables. If at any time, a realm that you want to use is unavailable, you should remove the realms already added to the total, and try again in another order.

The Joins section displays how the realms are joined together. These joins are based on metadata defined in the system.

Define Parameters and Roll-Ups

Figure 2-4 Parameters and Roll-Ups



The Parameters section allows you to choose the parameters for the total definition. You can only choose parameters (columns) that are available in one of the realms that were previously added to the total definition. Begin by choosing one of the realms. The parameter list then displays a list of all of the parameters that belong to the selected realm. You must choose the parameter that you need to count or sum and any other parameters that may be used to limit the data set.

The Roll Ups section allows you to define the parameter that is counted (or summed). It also allows you to define up to three parameters to group by. Only parameters that were previously added to the total definition can be either counted (summed) or grouped by. The system by default rolls up the totals to either store or balancing level (cashier/register) level based on whether the total is defined at the store level or cashier/register level

Define Restrictions

Figure 2-5 Restrictions Window

The screenshot shows the 'Restrictions' window in Oracle Financials. The window title is 'Total' and it displays various fields including 'Start Date', 'End Date', 'Version', 'Status', and 'Updated By'. The main content area is divided into two sections: 'Restrict Results By Table Values' and 'Restrict Results By Constant Values'. The 'Restrict Results By Table Values' section contains a table with columns for 'Parameter Name', 'Operator', and 'Parameter Name'. The 'Restrict Results By Constant Values' section contains a table with columns for 'Parameter Name', 'Operator', 'Constant Value', and 'Constant Value'. At the bottom right, there are buttons for 'Submit', 'Back', 'Next', 'Save', 'Save and Close', and 'Cancel'.

The Restrictions window allows you to limit the data set that is included in the total values. You can only restrict with parameters that were previously added to the total definition.

Restrict Results By Table Values

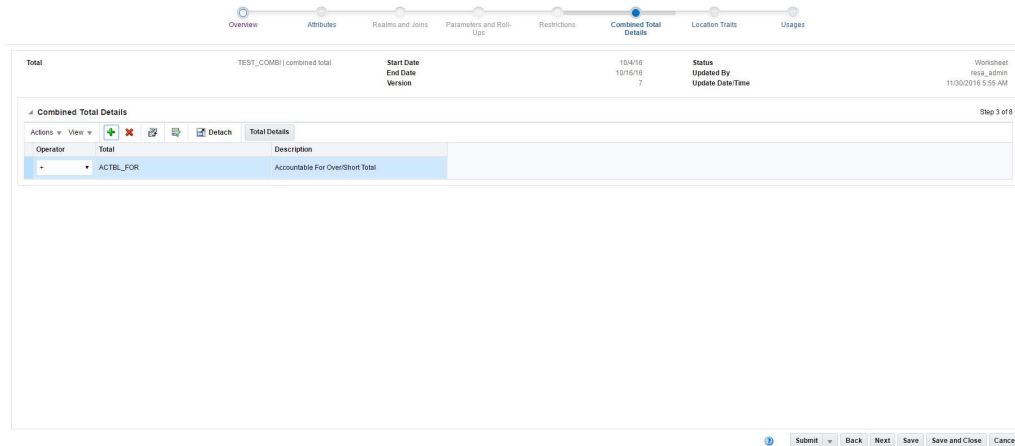
Restricting allows you to make numerical as well as logical comparisons on the set of parameter values that have been added earlier to the total definition.

Restrict Results By Constant Values

Restricting by a constant value allows you to define totals that only apply to a simpler data set that can be identified by a constant.

Define Combined Total Details

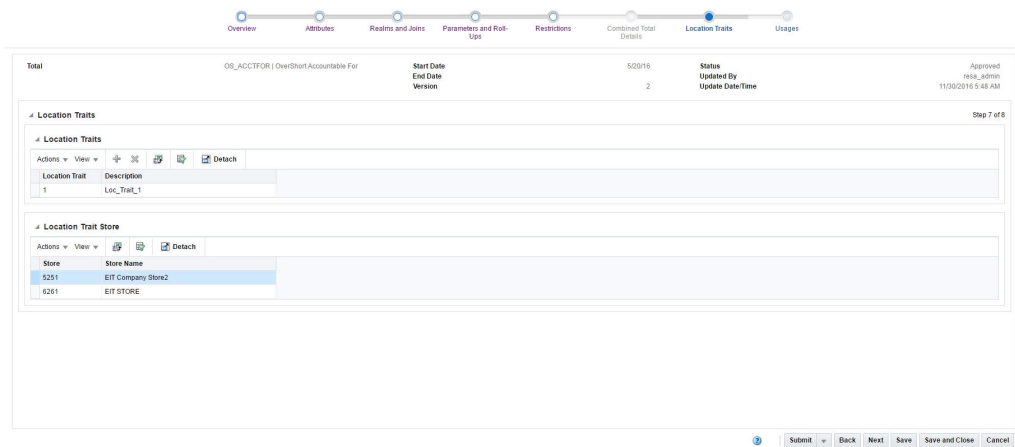
Figure 2-6 Combined Total Details



The Combined Total Details window allows you to combine two existing totals. In order to be combined, the totals must be compatible. To be compatible, totals must be defined at the same balancing level and have the same roll-ups.

Define Location Traits

Figure 2-7 Location Traits Window



The Location Traits window allows you to associate total definitions with stores. The totals are calculated for each store that has the location trait. If multiple traits are added and have overlapping stores, the total is calculated once per store. Location Traits are defined in RMS. It is recommended that when Sales Audit is used, you create an All Stores location trait and associate that trait with all available stores. While some regional or loss prevention totals can be associated with limited groups of

stores, you must associate other totals (such as, Over/Short) with every store that uploads data to Sales Audit.

Define Usages

Figure 2-8 Usages Window

The screenshot shows the 'Usages' window for a total definition. The window title is 'Total' and it displays a wizard with steps: Overview, Attributes, Realms and Joins, Parameters and Roll-Ups, Restrictions, Combined Total Details, Location Traits, and Usages. The 'Usages' step is active. The main area shows a table with columns 'Usage' and 'Description'. The table contains rows for ACH (Automated Clearing House), FLR (Flash Totals Reporting), GL (General Ledger), IM (IM Export), and RA (RA Export). The 'ACH' row is selected. At the bottom right, there are buttons for 'Submit', 'Back', 'Next', 'Save', 'Save and Close', and 'Cancel'.

The Usages window allows you to define what should be done with values calculated by the total definition. There is a usage for each export. Total definitions that have export usages flag their resulting total values so that these values are selected and written to the export files. There is a usage for the Flash Totals Report and a Flash Sales Year to Date report too.

Create a Total Definition

To create a total definition:

1. From the Tasks menu, select **Create Total Definition**. The Total window appears.
2. In the **Total** field, enter the ID and description of the total definition.
3. In the **Start Date** and **End Date** fields, enter the dates for which the total definition is effective.

Note:

If you leave the End Date field blank, the total is calculated indefinitely.

4. Select a category for the total in the **Total Category** field.
5. Click **Next** to navigate through the wizard. Help for the selected field and button appears in the section on the right side of the window.

 **Note:**

Select **Raw Data** or **Existing Total** from the Total Overview panel to indicate how the total is defined. If you select Raw Data, you create a completely new rule. To do this, you need a thorough knowledge of the tables and columns in the database. If you select Existing Data, you create a sum of existing totals.

You must associate all totals defined with a specific location list. For more information, see [Define Location Traits](#)

6. Click **Save** to create the total definition.

Create Combined Totals

You can combine existing totals to form a combined total using the Combined Total Details window.

To create a combined total:

1. From the Tasks menu, select **Foundation Data > Create Total Definition**. The Total Maintenance window appears.
2. In the **Total** field, enter the ID and description of the total definition.
3. In the **Start Date** and **End Date** fields, enter the dates for which the total definition is effective.

 **Note:**

If you leave the End Date field blank, the total is calculated indefinitely.

4. Select a category for the total in the **Total Category** field.
5. Click **Next**. The Attributes window appears.
6. In the **Display Group** field, select the order in which the total appears on the Over/Short and Miscellaneous totals window.
7. Click **Next**. The Combined Total Details window appears.
8. Select **Actions > Add**. The **Add Totals** window appears.
9. In the **Operator** field, select the operator.
10. In the **Total** field, select an existing total.

Figure 2-9 Add Totals Window

11. Click **OK** to add the total. You can add more totals by clicking **OK and Add Another**.

Figure 2-10 Combined Total Details Window

Operator	Total	Description
+ [dropdown]	CARD_TOTAL	Card Total
+ [dropdown]	CARD_TOTAL	Card Total

12. Click **Next** to navigate through the wizard. Help for the selected field and button appears in the section on the right side of the window.
13. Click **Save** to create the combined total.

Manage Totals

You can manage totals using the following procedures:

- [Create a Total Definition](#)
- [Create Combined Totals](#)
- [View Totals](#)
- [Edit Totals](#)
- [Update Total Status](#)

Edit Totals

To edit a total definition:

1. From the Tasks menu, select **Foundation Data > Manage Total Definitions**. The Total Search window appears.
2. Search for and select the total definition you want to edit.
3. From the **Action** menu, select **Edit** or click the Edit icon.
The Total Maintenance window appears.
4. Select the page you want to edit.
5. Make the necessary changes and click **Save** to save the changes.

View Totals

To view a total definition:

1. From the Tasks menu, select **Foundation Data > Manage Total Definitions**. The Total Search window appears.

Figure 2-11 Total Search Window

2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The totals that match the search criteria are displayed in a table.
4. Select the total you want to view and from the Actions menu select **View**.
The Total Maintenance window for the selected total appears.

Update Total Status

The default status of a defined total is Worksheet. You can set the status of a total definition to one of the following actions:

- Submit a total definition for approval

You can submit a total definition using the **Submit** option, this changes the status to Submitted.

- Approve a total definition

When a total definition is submitted for approval, you can approve it by changing the status of the total to **Approved** by using the Approve option.

- Disable a total definition

You can disable a total definition by changing the status to **Disabled** by using the Disable option.

- Delete a total definition

You can delete a total definition by changing the status to **Deleted** by using the Delete option. You cannot delete an approved total.

To change the status of a total definition:

1. From the Tasks menu, select **Foundation Data > Manage Total Definition**. The Total Search window appears.
2. Search for and retrieve the total definition in Edit mode. The Total Maintenance window appears.

 **Note:**

If you want to submit a total definition for approval, restrict the search to the totals in **Worksheet** status.

3. From the Submit menu, select a status for the total. You can select from Submit, Approve, Disable, or Delete.
4. When the system prompts you for a confirmation of status, click **Yes**.
5. Click **Save and Close** to save your changes and close the window.

3

Define Audit Rules

As a retailer, you may want to supplement the validation built into Sales Audit by defining your own audit rules. You can define these rules based on transaction data or totals using the Rule Definition module of Sales Audit. Because rules are associated with specific errors, you must define the errors and their impacts before you create the audit rules you need. These definitions can disable exports to the impacted system until all errors concerning the system are corrected, or they can disable the export of a particular transaction until it is corrected based on the option selected. When you create an audit rule, it is initially in the Worksheet Status. You can view, run, modify, and test the rule. Errors created by rules in Worksheet Status are stored in the Error Worksheet table. Once you are satisfied that the rule works correctly, you can submit it and then later approve it. Rules are executed each time you choose to run the re-total or the audit process using the Sales Audit user interface.

This chapter contains the following topics to help you understand and manage audit rules in Sales Audit:

- [Create Rules](#)
- [Manage Rules](#)

Create Rules

Sales Audit uses rules to perform custom data validation against transactions and totals. Audit rules use POS/OMS transaction data and totals during the automated and interactive audit process. When a rule is broken, an exception error is thrown; that error must be edited or overwritten by the auditor.

Sales Audit comes with standard, pre-configured rules. You can also define rules needed for your business.

The Rule Maintenance wizard allows you to create and update a rule definition. Each window in the wizard has a text box to the right that displays help text for each field.

Define Basic Information for Rules

Figure 3-1 Audit Rule Overview Window

The Overview window allows you to define basic information for a rule. You can enter the following information using the Rule Overview window:

Field	Description
Rule	A unique ID and a description for the rule.
Start Date and End Date	The period for which the rule is active.
Status	The status (Worksheet, Approved, Submitted, Disabled, or Deleted) of the rule.
Revision	The revision number for the rule. The revisions are tracked by the system.
Updated By	User ID of the person who updates the rule. This field is recorded by the system and you cannot edit it.
Update Date/Time	The date and time when the rule was last updated.
Should failing this rule stop all other rule processing for a store/day?	Use this field for rules that determine whether basic data exists for a store/day. For example, there can be a rule that determines whether a basic piece of data is missing. In case the basic information is missing, it would not make sense to continue flagging errors that confuses the auditor.
Execute Order	Use this field to determine the order in which rules are processed. Rules are placed into various execute groups. Within groups, rules are executed in alphabetical order.
Will you use the wizard to create this rule?	Use this field to specify whether you are defining the rule using the rule definition wizard, or through a manually written rule definition function. Note: Selecting No is supported for on-premise implementations of Sales Audit only.

Field	Description
Should this be evaluated at the store or system balancing level?	Use this field to specify whether the rules are evaluated at store, register, or cashier level.

Define Rule Attributes

Figure 3-2 Rule Attributes Window

The Rule Attributes window allows you to define characteristics of the rule.

Field	Description
Does the presence or absence of this condition constitute an error?	Specify whether the rule triggers an error when a constraint condition is met (presence) or when the data does not exist in the data set (absence).
Record Type	Specify the kind of record that errors are associated with.
Rule Errors	You can choose to associate any predefined errors with the rule. You can view details about all errors by clicking the Error Details button.

Define Realms and Joins

Figure 3-3 Realms and Joins Window

The screenshot shows the 'Realms and Joins' window for a rule named 'CC_RULE | CCRULE'. The window is divided into two main sections: 'Selected Realms' and 'Joins'.

Selected Realms Section:

Realm Alias	Realm Name
Sa_Tran_Tender	SA_TRAN_TENDER
Sa_Tran_Head	SA_TRAN_HEAD
Sa_Store_Day	SA_STORE_DAY

Joins Section:

Realm	Parameter	Link to Realm	Link to Parameter
Sa_Tran_Head	TRAN_SEQ_NO	Sa_Tran_Tender	TRAN_SEQ_NO
Sa_Tran_Head	DAY	Sa_Tran_Tender	DAY
Sa_Tran_Head	STORE	Sa_Tran_Tender	STORE
Sa_Store_Day	STORE_DAY_SEQ_NO	Sa_Tran_Head	STORE_DAY_SEQ_NO
Sa_Store_Day	STORE	Sa_Tran_Tender	STORE

At the bottom of the window, there are navigation buttons: Submit, Back, Next, Save, Save and Close, and Cancel.

The Selected Realms section allows you to add existing realms (tables) to the rule. The list of available realms is displayed in the window, this list also includes the views created for each table.

Availability of realms to be added to the rule is determined by whether possible joins exist with the realms that are already added to the rule definition.

In general, you should add the general/parent tables, and then add the specific/child tables. If at any time, a realm that you want to use is unavailable, you should remove the realms already added to the rule, and try again in another order.

The Joins section displays how the realms are joined together. These joins are based on metadata defined in the system.

Define Parameters

Figure 3-4 Parameters Window

Rule: CC_RULE | CCRULE Start Date: 9/2/15 Status: Updated By

End Date: 9/3/15 Updated By: res_admin

Revision: 7 Update DateTime: 12/1/2016 1:51 AM

Parameters (Step 4 of 6)

Realm Alias	Parameter Name	Parameter Alias
Sa_Tran_Tender	TENDER_AMT	Tender_Amt
Sa_Tran_Tender	TENDER_TYPE_GROUP	Tender_Type_Group
Sa_Tran_Tender	TENDER_SEQ_NO	Tender_Seq_No
Sa_Tran_Head	TRAN_TYPE	Tran_Type
Sa_Store_Day	STORE_DAY_SEQ_NO	Store_Day_Seq_No

Buttons: Submit, Back, Next, Save, Save and Close, Cancel

The Parameters window allows you to choose the parameters for the rule. You can only choose parameters (columns) that are available in one of the realms that were previously added to the rule. You should add all parameters that you need to use in defining the constraint conditions on the rule. The system uses the parameters needed to log the errors against the correct day and record type. Begin by choosing one of the realms. The parameter list then displays a list of all of the parameters (columns) that belong to the selected realm (table/view). You must choose the parameter that you need to count or sum and any other parameters that may be used to limit the data set.

Define Restrictions

Figure 3-5 Restrictions Window

Rule: CC_RULE | CCRULE

Start Date: 9/2/15
End Date: 9/3/15
Revision: 7

Status: Approved
Updated By: res_admin
Update Date/Time: 12/1/2016 1:51 AM

Restrictions (Step 5 of 6)

Restrict Results By Table Values

Parameter Name	Operator	Parameter Name	Tolerance	Tolerance Type	Parameter Name
Store_Day_Seq	=	Store_Day_Seq			

Restrict Results By Constant Values

Parameter Name	Operator	Constant Value	Constant Value
Tender_Type_G	=	CCARD	
Tender_Amt	<	100	
Tran_Type	=	SALE	

Buttons: Submit, Back, Next, Save, Save and Close, Cancel

The Restrictions window allows you to limit the data set that is included in the rule. You can only define these restrictions (constraint conditions) using the parameters that were previously added to the rule.

Define Location Traits

Figure 3-6 Location Traits Window

Rule: CC_RULE | CCRULE

Start Date: 9/2/15
End Date: 9/3/15
Revision: 7

Status: Approved
Updated By: res_admin
Update Date/Time: 12/1/2016 1:51 AM

Location Traits (Step 6 of 6)

Location Traits

Location Trait	Location Trait Description
1	Loc_Trait_1

Location Trait Stores

Store	Store Name
5251	EIT Company Store2
6261	EIT STORE

Buttons: Submit, Back, Next, Save, Save and Close, Cancel

The Location Traits window allows you to associate rules with location traits which link a group of stores. Once the association is specified, the rule is applied only for those

stores. If the rule is based on a total, you can execute the rule only for stores for which the total is calculated.

Create Rule Calculation Definition

To create a rule calculation definition:

1. From the Tasks menu, select **Foundation Data > Create Audit Rule**. The Rule Maintenance window appears.
2. In the **Rule** field, enter the ID and description of the rule definition.
3. In the **Start Date** and **End Date** fields, enter the dates for which the rule definition is effective.
4. Click **Next** to navigate through the wizard. For more information on the various fields on each window of the Rule Maintenance wizard, see [Create Rules](#).
5. Click **Save** to create the rule calculation definition.

Manage Rules

You can use the following procedures to manage audit rules in Sales Audit:

- [Edit Rules](#)
- [View Rules](#)
- [Update Rule Status](#)

Edit Rules

To edit a rules calculation definition:

1. From the Tasks menu, select **Foundation Data > Manage Audit Rules**. The Audit Rule Search window appears.
2. Search for and retrieve the rules calculation definition in Edit mode. The Rule Calculation Definition Wizard window appears.
3. Once the changes are complete, click **Finish** to save your changes and close the window.

View Rules

To view a rule calculation definition:

1. From the Tasks menu, select **Foundation Data > Manage Audit Rules**. The Audit Rule Search window appears.

Figure 3-7 Audit Rule Search Window

2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The rules that match the search criteria are displayed in the Audit Rule Search window.
4. If you want to view the details of any rule definition, click the rule definition and select **Actions > View**.

The Rules Definition Wizard appears. You can only view all the details of the rules definition in this window.

Update Rule Status

The default status of a defined rule is **Worksheet**. You can change the status of the rules calculation definition based on the following actions:

- **Submit for approval**
You can submit a rule calculation definition using the **Submit** option, this changes the status to **Submitted**.
- **Approve a rules calculation definition**
Once a rules calculation definition is submitted for approval, you can approve it by changing the status of the rule to **Approved** by using the **Approve** option.
- **Disable a rules calculation definition**
You can disable a rule calculation definition by changing the status to **Disabled** by using the **disable** option.
- **Delete a rules calculation definition**
You can delete a rules calculation definition by changing the status to **Deleted** by using **delete** option.

To change the status of a rules definition calculation:

1. From the **Tasks** menu, select **Foundation Data > Manage Audit Rule**. The Audit Rules Search window appears.
2. Search for and retrieve the rules calculation definition in **Edit** mode. The Rules Calculation Definition Wizard window appears.

 **Note:**

While submitting a rules calculation definition for approval, restrict the search to the rules in **Worksheet** status.

3. Click the drop-down arrow next to the Submit button and select **Submit, Approve, Disable, or Delete**. You are prompted for confirmation.
4. Click **Yes**. The status is changed to Submitted, Approved, Disabled, or Deleted respectively.
5. Click **Save** to save your changes and close the window.

4

Manage Bank/Store Relationships

The Bank Stores window is used to enter and maintain the store/bank relationships and bank attributes. The bank attributes are exported to external ACH (Automated Clearing House) and UAR (Universal Account Reconciliation) systems.

Create a Bank/Store Relationship

To create a bank/store relationship:

1. From the Tasks menu, select **Foundation Data > Bank Store**. The Bank Stores window appears.
2. Select the bank from the Bank field.
3. In the Bank Stores table, select **Actions > Add**. The Add Store window appears.

Figure 4-1 Add Store Window

The screenshot shows a window titled "Add Store" with a close button in the top right corner. The window contains the following fields and controls:

- Store:** A dropdown menu with a downward arrow.
- Account Type:** A dropdown menu with a downward arrow.
- Bank Account:** A text input field.
- Routing:** A text input field.
- Consolidating:** A checkbox.
- Buttons:** Three buttons at the bottom right: "OK", "OK and Add Another", and "Cancel".

4. In the Store field, enter a store ID number, select or search for the store.
5. In the Account Type field, select the account type the bank has for the store. The options are: Checking, Savings.
6. In the Bank Account field, enter a bank account number.
7. In the Routing field, enter the routing number for the bank.
8. To indicate that the account is a consolidating account, select Consolidating.
9. Click **OK** to add a store. You can add more stores by clicking **OK and Add Another**.
10. Click **Cancel** to return to the Bank Stores window.

Delete a Bank/Store Relationship

To delete a bank/store relationship:

1. From the Tasks menu, select **Foundation Data > Bank Store**. The Bank Stores window appears.
2. Select the bank stores you want to delete.
3. Select **Actions > Delete**.
4. Click **Yes** to confirm deletion.
5. Click **Save and Close** to save the changes and close the window.