



ISS 45

-  *ISS45 V8 Custom Weekly Accounting*
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ISS45 V8 Custom Weekly Accounting Reports

Date of Issue	Product Identification Number	Part Number	Brief Description
October 2005	45001/100	89000258	8.10.1 Release

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About This Guide

The Weekly Accounting User Guide is divided into chapters as follows:

Chapter 1, Introducing the Custom Weekly Accounting Report provides an overview of CWA Reporting.

Chapter 2, Report Setup Procedures, provides the steps involved with establishing the Custom Weekly Accounting Report.

Chapter 3, Cash Office Applications, introduces you to the Custom Weekly Accounting Cash Office applications.

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1

Introducing the Custom Weekly Accounting Report

This chapter provides an overview of StoreNext ISS45's Custom Weekly Accounting Report well as its features and benefits.

In this chapter:

Custom Weekly Accounting Overview, page 1-2

CWA ISS45 Parameters, page 1-3

Custom Weekly Accounting Overview

StoreNext ISS45's Custom Weekly Accounting (CWA) reporting provides the store with the tools to develop a customized reconciliation report. This report integrates a customized extract of ISS45 Financial Data with manually entered user data to provide a single-source balancing mechanism for the store.

The report's "source" data comes from SQL query statements of existing ISS45 tables (or an external database) as well as mathematical formulas using defined fields. If records included in the report do not contain a "source", they are expected to be populated by the user's manual input. Manually entered data is stored in the CWA Manual Transactions Audit Table.

Note:

Creating source SQL statements requires existing knowledge of SQL query syntax and ISS45 Tables. Please contact your System Administrator for current ISS45 file layouts.

A working day's report totals (for purposes of CWA Reporting) may be finalized either manually or during End-of-Day Processing. Once finalized, only field types of "Total" can be recalculated at a later date. Finalized data is stored in the CWA Staging Table.

Note:

A user may manually change fields that were previously finalized using the *Override of Finalized Transaction* function (see page 3-10). These changes will appear in the Override Finalized Transaction Audit Report.

Like other ISS45 reports, the results from the Custom Weekly Accounting Report can be archived. The report may be printed or placed in an extract XML file for the host to retrieve.

CWA ISS45 Parameters

The following parameter establishes the finalizing option for the Custom Weekly Accounting tables.

Parameter	Explanation
Finalizing Option for the Custom Weekly Accounting Reports	Click the field selection arrow and choose Manual or EOD. If set to 'Manual', the user may finalize the CWA daily tables at any time using the Finalize button, or if the previous working date's tables have not been finalized, they will be finalized automatically at the next EOD. If set to "EOD", ISS45 will finalize the current working date's daily tables during end-of-day processing.

This General System Parameter is located in the Store \ Front Office \ Reports \ Weekly Accounting Reports folder.

The following parameter was established to control the length of history you wish to maintain for reconciliation purposes.

Parameter	Explanation
Number of History Weeks for Custom Weekly Accounting Tables	This parameter controls the number of history weeks to keep for the Staging and Manual Entry tables associated with the Custom Weekly Accounting report. Weeks will be deleted in their entirety. Tables are cleared on the day specified in the store's "End of Week's Day" parameter.

This General System Parameter is located in the Store \ POST \ Operational folder.

2

Custom Weekly Accounting Report Setup Procedures

This chapter provides the steps involved with establishing the Custom Weekly Accounting Report.

In this chapter:

CWA Report Setup Overview, page 2-2

CWA Report Fields, page 2-4

CWA Group Fields, page 2-5

CWA Account Fields, page 2-6

Total Field Type Rules, page 2-8

Setting up the CWA Report, page 2-9

CWA Report Setup Overview

The CWA Report is generated using the desired field groups you have created, in the specific order they are requested. Groups are a pre-defined collection of fields. Fields included in a group may have one of following origins:

- ISS45 SQL table
- Outside database
- Mathematical Formula using established fields
- User (manual) entry
- Established memo text

Setting up a CWA report involves the following steps:

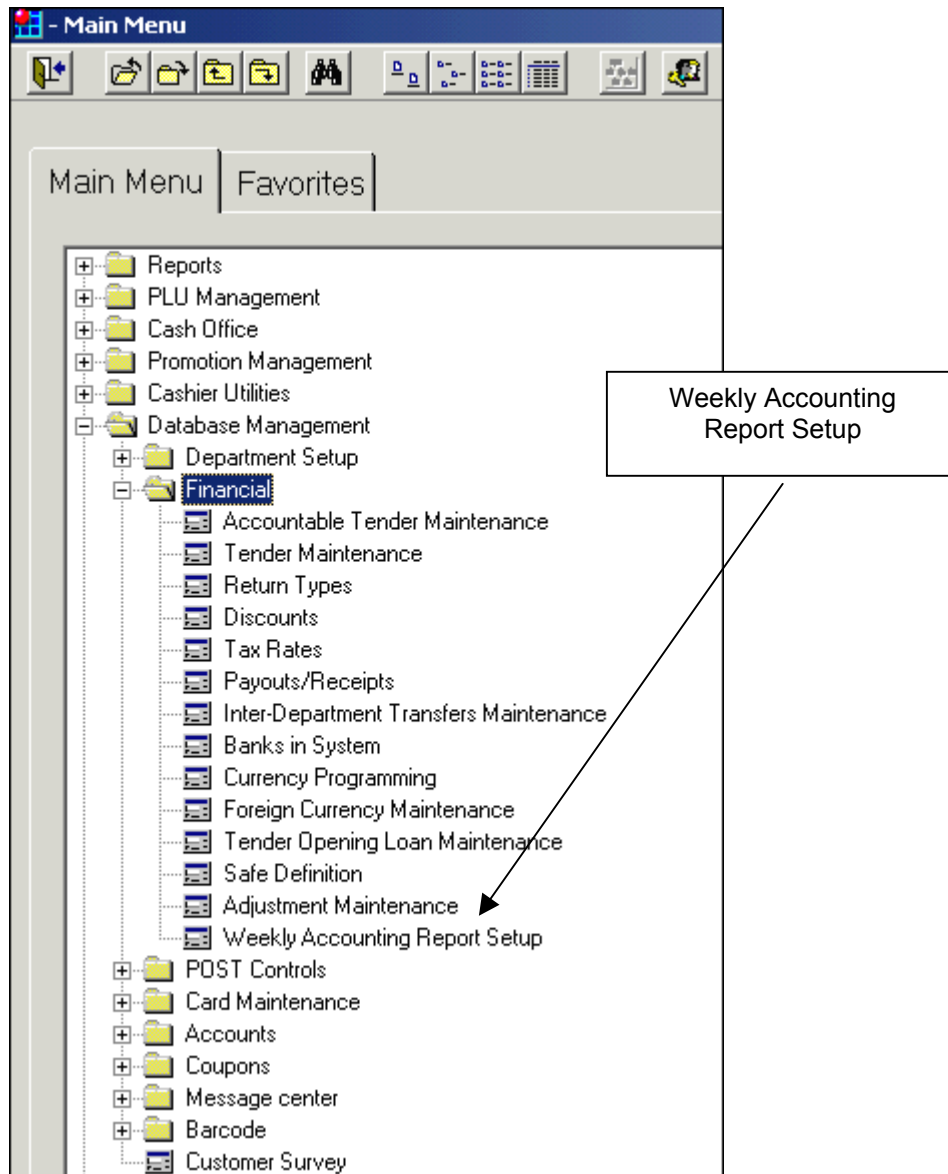
1. Creating the Report – Establishing the report and the report extract rules
2. Creating Groups – Establishing (field) groups assigned to the report
3. Creating Fields – Establishing fields and field attributes to include within the group

When designing your CWA Reports, keep in mind how the components of the report affect the report layout. Groups appear as headings, appearing in the order specified. Fields within the group appear below the group heading, appearing in the order specified. “Total” type fields are used as group subtotal lines (see page 2-8). In the following example, there is 1 Group, consisting of 3 fields.

Weekly Dept Balancing		Group Labeled “Departments”							Cash Office Repo	
Tim's Markets										
Branch 18										
Daily From 12/21/2003 To 12/27/2003										
Day:	Ref ID	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	GL ACCT	TOTAL
Date:		12/21/2003	12/22/2003	12/23/2003	12/24/2003	12/25/2003	12/26/2003	12/27/2003		
Departments										
Department Sales		0.00	0.00	0.00	95.00	0.00	0.00	0.00		95.00
Money Order Short		0.00	0.00	0.00	-95.00	0.00	0.00	0.00	2115	-95.00
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

The report displays field totals for each day of the week reported.

The Accounting Report Setup application (see page 2-9) is found in the Database Management's Financial folder.



Weekly Accounting Report Setup Fields

The first component of creating a CWA report involves establishing the report fields.

The following fields appear on the Report Setup Screen.

Field	Description
Report ID	This field contains the identification number for the report.
Description	This field displays the report description
Extract	This field contains the report generation frequency: Never, Daily or Weekly.
Extract File Prefix	This field contains the prefix to attach to the report export filename.
Path for Extract	Click the Path for Extract field's ellipsis button <input type="button" value="..."/> and browse to the location to place the report export file.
Groups Grid	This field contains a list of all (field) groups assigned to the report.

Weekly Accounting Group Setup Fields

The second component of creating a CWA report involves establishing the group fields.

The screenshot shows a dialog box titled "Weekly Accounting Group Setup". It contains the following fields and controls:

- Report: 1 - Weekly Balancing
- Group ID: 1
- Order: 1
- Description: Group 1
- A "Fields..." button to the left of a large empty grid area.
- Navigation arrows (back, forward, etc.) at the bottom left.
- OK, Cancel, and Apply buttons at the bottom right.

The following fields appear on the Group Setup Screen.

Field	Description
Group ID	This field contains the identification number for the group.
Order	The field contains the order the group will appear in the report.
Description	This field displays the group description.
Fields Grid	This field contains a list of all (field) groups assigned to the report.

Weekly Account Field Setup Fields

The last component of creating a CWA report involves establishing the accounting fields.

The screenshot shows the 'Weekly Accounting Field Setup' dialog box. It contains the following fields and controls:

- Report: 2 - Department Sales
- Group: 8 - Department Sales
- Field ID: 0, with a checked 'Active' checkbox.
- Order: 0, Type: Data (dropdown menu).
- Description: (empty text box)
- Credit/Debit: Radio buttons for Credit (selected) and Debit.
- GL Account: (empty text box), Reference ID: (empty text box)
- Linked Field: (empty dropdown menu), with a 'No Link' checkbox.
- Source: (empty text area), with a note: '(If the source is empty, this field will be a manual entry field)'. Below the text area are navigation arrows (back, forward, home, end).
- Buttons: OK, Cancel, and Apply.

The following fields appear on the Field Setup Screen.

Field	Description
Field ID	This field contains the identification number for the field. Field IDs are referenced in the "Source" field for "Total" field types.
Display on Reports	Check this box to indicate the field is active within the reporting group. If left blank, the field will not appear on the CWA report and will be skipped for manual entry.
Order	The field contains the order the field will appear within the group.

Field	Description
Type	<p>Click the field selection arrow and choose the field type:</p> <ul style="list-style-type: none"> • Data – Indicates the field is from either a ISS45 SQL table or a table from an outside database • Total – Indicates the field is the result of a mathematical formula • Memo – Indicates the that the text entered in the “Source” field below will print in the “Amount” field of the report. No data will be written to the CWA tables
Description	The field contains the field description.
Credit/Debit	This field indicates whether the field is a debit or credit entry in the report.
GL Account	The field contains the store’s General Ledger Account number for the field.
Reference ID	This field contains the reference identification number for the group field. (The Reference ID will appear on the Custom Weekly Accounting Report).
Linked Field	<p>For offsetting entry purposes, click the field selection arrow and choose the previously defined source-derived field to use. These “manual entry” fields will create offsetting credit or debit entries for balancing purposes (when the report is executed).</p> <p>Note:</p> <p>If your Credit/Debit setting does not offset the source-derived field, the message “The selection in the Linked Field contains incorrect Credit/Debit property to be linked to this field”. You will need to change the Credit/Debit setting accordingly.</p>
No Link	<p>Check this box to indicate the field does not requires a link to another field. If checked, the “Linked Field” (above) will be disabled. You must also check this flag if you plan to leave the Source field empty to indicate a manual entry field. (See page 3-7 for more information on Manual Transactions).</p>

Field	Description
Source	<p>If the “Type” field is set to “Data” and the “No Link” checkbox is enabled, this field contains the SQL statement used to obtain the field’s data. If left blank, the field will be considered a manual entry field.</p> <p>If the “Type” field is set to “Data” and the “No Link” checkbox is disabled (denoting a manual entry field), a selection must be made using the “Linked Field” selection (above) and the Source field must be left blank.</p> <p>If the “Type” field is “Memo”, enter the memo text (of up to 10 characters).</p> <p>If the “Type” field is set to “Total”, this field contains the equation. (See “Total” Type Rules below).</p> <p>Note:</p> <p>If the finalize option is set to EOD (see page 1-3) and the source statement is based on the FrontOff database tables, the statement should be based on the current day’s tables (i.e. CUR_DEP_SALES, CUR_PLU_SALES, etc). If the finalize option is set to Manual (see page 1-3) the source statement should be based on the last working day’s tables (i.e. DAY_DEP_SALES, DAY_PLU_SALES, etc).</p> <p>If the source statement is based on user-created tables/views, it is the user responsibility to filter the dates in the statement.</p>

“Total” Type Rules

“Total” field types are useful for adding Group Subtotal rows on the CWA Report. Source statements for “Total” field types must follow these rules:

- The letter “F” should precede each Field ID to be used in the equation (with no spaces in between). For example, “F12 + F26” would be the sum of Field IDs 12 and 26 and will be written to the report for the current working date.
- The operators +, -, *, / are used for add, subtract, multiply and divide respectively. Equations may be placed in parenthesis for nesting purposes.

- Calculations within parenthesis are performed first (in order) followed by multiply, divide, add and subtract. For example: If Field IDs “F1”, “F2” and “F3” maintain values of 1, 2 and 3 (respectively) at calculation time:
 - $F1 + F2 * F3$ (equals 7)
 - $(F1 + F2) * F3$ (equals 9)
- If the letter “F” does not precede a number, the number will not be associated with a Field ID and will be considered a numerical value. For example: $(F12 + F26) / 100$
- There must be a space between each field designation, operators and numerical value. For example: $(F21 + F33 - F104 * F4 / 100)$
- The “Description” field is required for “Total” Field Types.
- If the equation is set up incorrectly or a Field ID in the equation does not exist, the report will display “0.00”

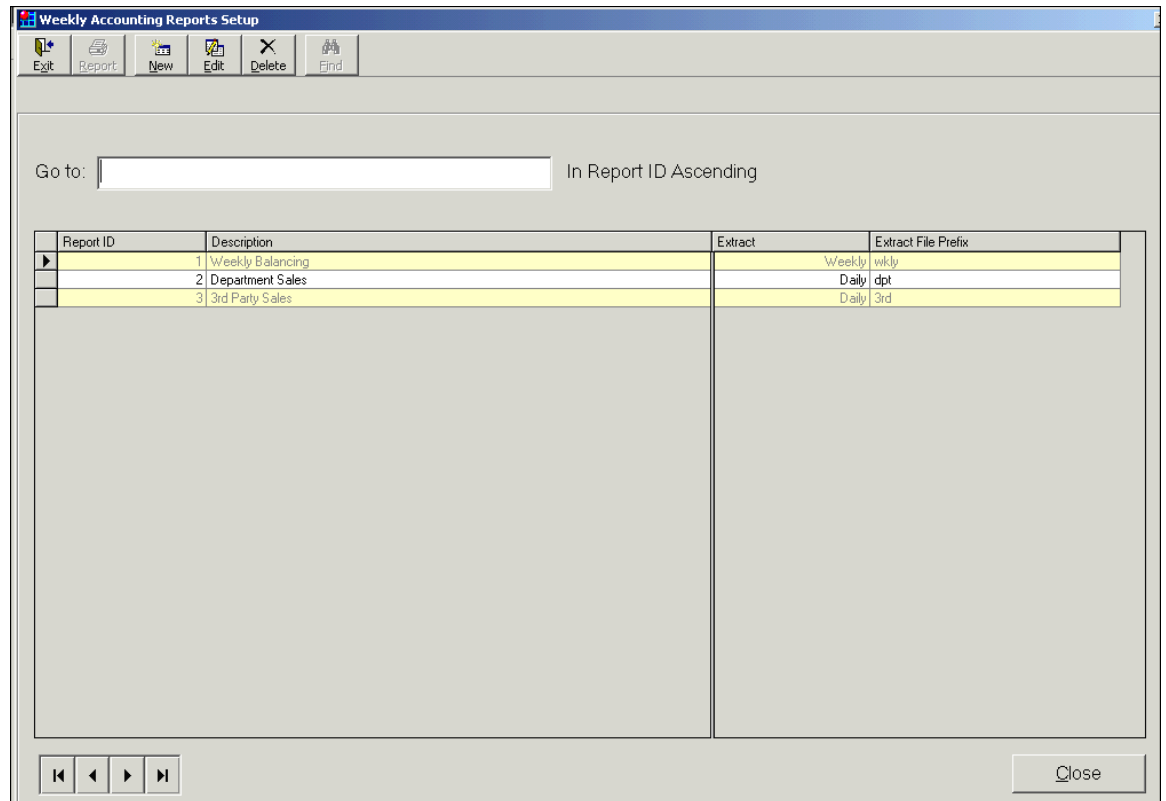
Setting up the CWA Report

With an understanding of the report components, use the following steps to establish a CWA report.

➤ **To create a new Weekly Accounting Report Setup:**

- 1 Launch the Weekly Accounting Report Setup application from the Database Management’s Financial Folder.

The Weekly Accounting Report Setup screen displays all previously established reports.



- 2 From the Weekly Accounting Report Setup screen, click the **New** button.

The Weekly Accounting Report Editor Setup screen appears:

Weekly Accounting Report Setup

Report ID:

Description:

Extract:

Extract File Prefix:

Path for Extract: ...

Groups...

Navigation: [Back] [Forward] [Home] [End]

Buttons: OK, Cancel, Apply

- 3 Enter a Report Code ID Number Code, Description, Extract Interval and Prefix Code and Extract Path. (See page 2-4 for more information).
- 4 Click the Path for Extract field's ellipsis button and browse to the location to place the report export file.
- 5 When finished, click the **Apply** button.
- 6 Click the **Groups...** button to add a field group to the report.

The Weekly Accounting Groups Setup screen appears:

 In Group ID Ascending'. Below is a table with columns 'Group ID', 'Description', and 'Order'."/>

Weekly Accounting Groups Setup

Exit Report New Edit Delete Find

Report: 5 - Report 5

Go to: In Group ID Ascending

Group ID	Description	Order

- Click the **New** button.

The Weekly Accounting Report Group Setup screen appears:

- Enter a Group ID number, Order Number and Description. (See page 2-5 for more information).
- Click the **Apply** button.
- Click the **Fields...** button to add the first field to the group.

The Weekly Accounting Fields Setup screen displays.

Field ID	Description	Active	Order	Credit/Debit	GL Account	Linked Field ID

- Click the **New** button.

The Weekly Accounting Report Field Setup screen appears:

- 12 Enter a Field ID number, Order Number, Field Type, Description, Credit/Debit setting, GL Account Number and Reference ID. (See page 2-6 for more information).
- 13 (Optional) For offsetting entry purposes, click the Linked Field selection arrow and choose the previously defined source-derived field to use. Skip to step 15.
- 14 Depending on the field type selected, in the Source field enter the SQL statement (Data Type), formula (Total Type – see page 2-8) or text (Memo Type). If you wish to make this a manual entry field, leave the Source field blank and check the **No Link** checkbox. (See page 3-7 for more information on Manual Transactions).
- 15 Click the **OK** button.
- 16 Repeat steps 11 through 14 for each field to add to the group.
- 17 When finished, click the **Exit** button.

The Weekly Accounting Fields Setup screen appears, displaying the attributes for each field added to the Group.

Field ID	Description	Active	Order	Credit/Debit	GL Account	Linked Field ID
2	Department Sales	<input checked="" type="checkbox"/>	2	Credit	1114	0
3	Money Order Short	<input checked="" type="checkbox"/>	3	Debit	2115	2

18 Click the **Close** button.

The Weekly Accounting Group Setup screen appears, displaying a list of fields added to the Group.

Report: 1 - Weekly Balancing

Group ID: 1

Order: 1

Description: Departments

Fields...

- 2 - 2 - Department Sales
- 3 - 3 - Money Order Short

OK Cancel Apply

19 Click the **Cancel** button to return to the Weekly Accounting Group Setup screen.

20 Repeat steps 7 through 19 for each Group to add to the Report.

When finished, The Weekly Accounting Groups Setup screen appears, displaying the attributes for each group added:

Group ID	Description	Order
1	Departments	1
2	Disbursements	2
3	Receipts	3

21 Click the **Close** button.

The Weekly Accounting Group Setup screen appears, displaying a list of fields added to the Group.

22 When finished, click the **Exit** button.

The Weekly Accounting Report Setup screen appears, displaying the Groups added to the Report.

23 Click the **Cancel** button to return to the Weekly Accounting Reports Setup screen.

The new report is displayed in the report list.

24 Repeat steps 2 through 23 for each additional Accounting Report to add. When finished, click the **Exit** button.

You are returned to the Main Menu.

Note:

A report can only be deleted if it is not assigned to a Weekly Accounting Group. You must delete all assigned groups prior to deleting the report. Likewise, you cannot delete a group without first deleting all assigned fields prior to deleting the group.

3

CWA Cash Office Applications

This Chapter introduces you to the Custom Weekly Accounting Cash Office applications.

In this chapter:

CWA Applications Overview, page 3-2

CWA Reporting, page 3-3

Manually Customer Accounting Transactions, page 3-7

Manual Custom Accounting Transaction Audit Report, page 3-9

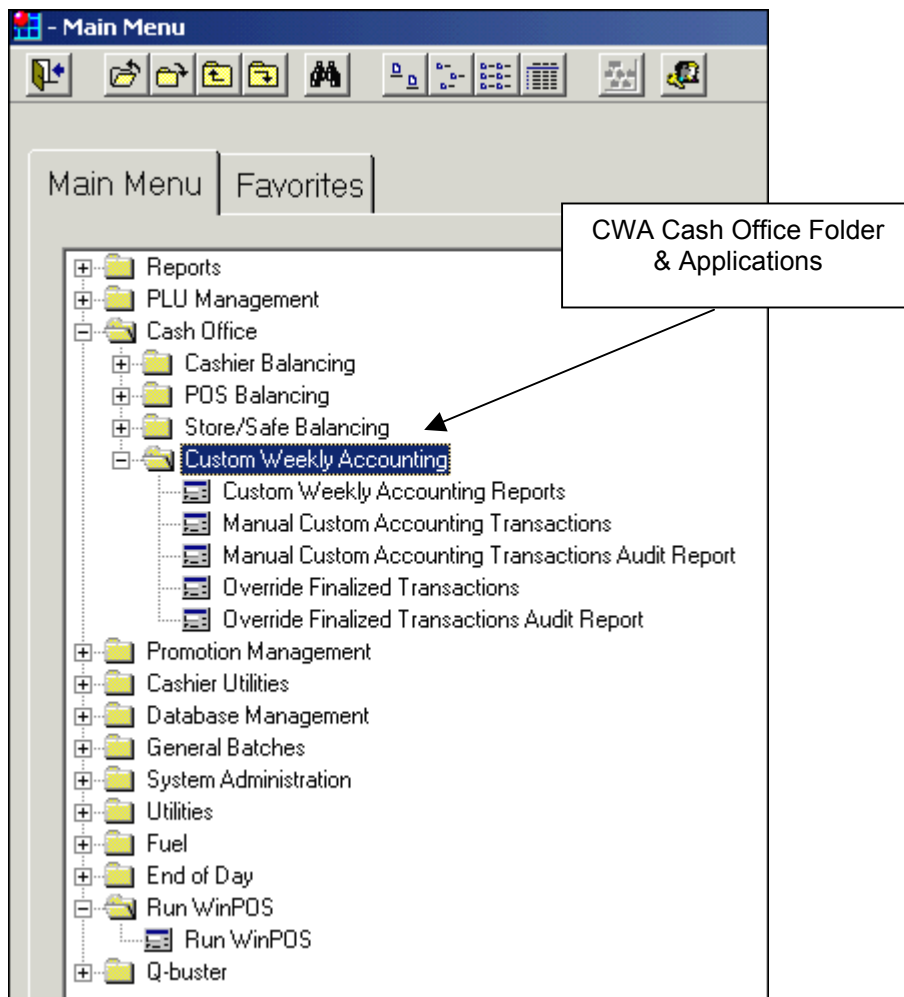
Overriding Finalized Accounting Transactions, page 3-10

Override Finalized Accounting Transaction Report, page 3-11

CWA Cash Office Applications Overview

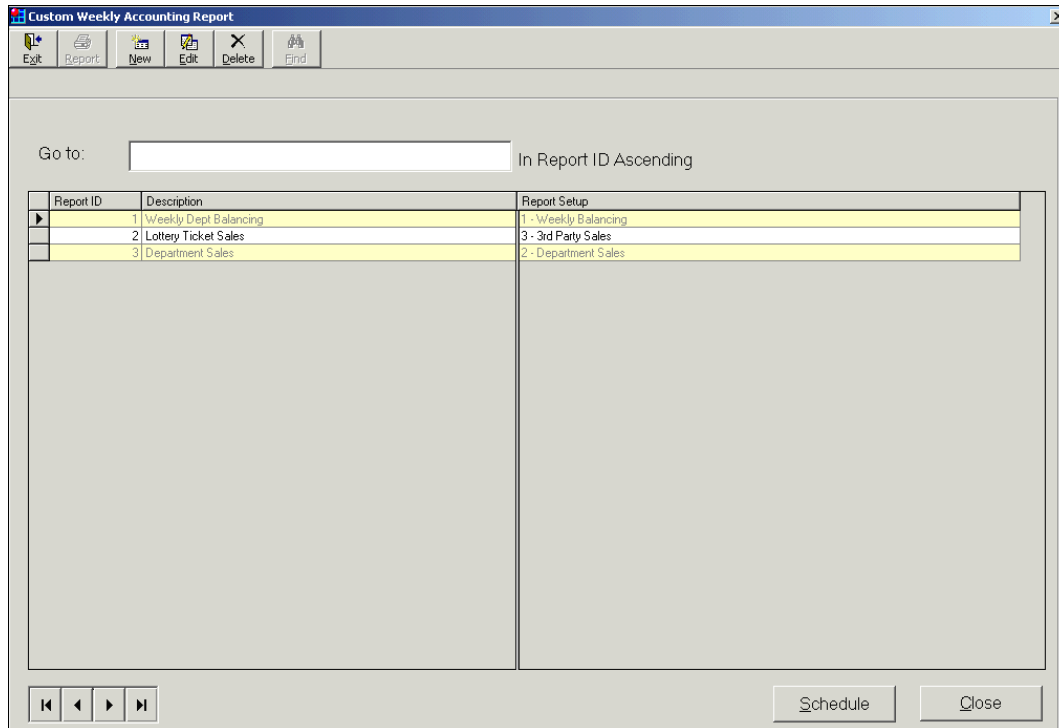
With the Weekly Accounting Reports now established, use the Cash Office folder's new Custom Weekly Accounting applications to:

- Complete the report setup (prior to generation) by selecting which (field) groups to include and the week start date to use.
- Extract, preview or print a Custom Weekly Accounting Report
- Perform manual transaction entries
- Generate the Weekly Accounting Audit Report
- Override Finalized Transactions or the Finalized Transactions Report



Custom Weekly Accounting Reporting

Custom Weekly Accounting Reports is the first selection under the Custom Weekly Accounting folder. The Custom Weekly Accounting Reports screen displays all previously configured report generation schemas.



Similar to the ISS45 PLU Sales Report screen, here you can edit, remove, and add new report configurations. To view an existing report configuration, highlight the report and click the **Edit** button.

Report ID: 1 Description: Weekly Dept Balancing

Report Setup: 1 - Weekly Balancing

No.	Group Description	Report
1	Departments	<input checked="" type="checkbox"/>
2	Disbursements	<input checked="" type="checkbox"/>
3	Receipts	<input checked="" type="checkbox"/>

Buttons: Select All, Unselect All, Mark

Radio buttons: Online, Week of 08/22/2004

Bottom buttons: Finalize, Extract, Preview, Print, OK, Cancel, Apply

The screen contains the following fields and buttons:

Field	Description
Report ID	This field contains the identification number for the report configuration.
Description	This field contains the description of the report configuration.
Report Setup	This field contains the Report ID and Description of the selected Weekly Accounting Report Setup (established using the steps described previously).
Go To	Use this field to move quickly to a Group ID within the group list.
Report Checkbox	Check this box to include the (field) group within the report.

Button	Description
Select All	Click this button to include all (field) groups in the report.
Unselect All	Click this button to remove all previously selected (field) groups from the report.
Mark\Unmark	Click this button select or deselect the highlighted (field) groups for the report.

Button	Description
Online	Select this button to generate the report using week-to-date data only.
Week Of	Select this button to generate the report using data in the history tables for which the date selected falls (based on the system's "End of Week's Day" parameter).
Finalize	If the system parameter "Finalizing Option for the Custom Weekly Accounting Reports" is set to Manual , click this button to recalculate all the applicable fields in the report and mark them as "Finalized" in the CWA Staging Table.
<p>Note:</p> <p>Only fields for the previous working date are marked as "Finalized" using this feature. If the previous working date has NOT been finalized by the time the next EOD is performed, the EOD process will finalize all CWA reports that have not been finalized for the previous date.</p>	
Extract	Click this button to generate the report in the XML format.
<p>Note:</p> <p>The file will be placed in the path specified in the "Path for Export" field from the Reports Setup Screen. The file will be assigned the prefix specified in the "Extract File Prefix" field (also from the Reports Setup Screen) followed by the Report Setup ID and data date (in the YYYYMMDD format). For example, wkly_1_20041025 is the weekly extract of Report 1 from the end-of-week day of 10/25/2004. (On-Line reports will use the current date).</p>	
Preview	Click this button to view the Custom Weekly Accounting Report.
Print	Click this button to print the Custom Weekly Accounting Report.
OK	Click this button to save any changes to the report setup and return to the Custom Weekly Accounting Report Screen.
Cancel	Click this button to cancel any changes to the report setup and return to the Main Menu.

Button	Description
Apply	Click this button to save changes to the report setup.

➤ **To add, configure and generate a Custom Weekly Accounting Report:**

- 1 From the Custom Weekly Accounting Report Screen, click the **New** button.
- 2 Enter a Report ID number and Description for the setup configuration.
- 3 Click the Report Setup field's selection arrow and select the previously defined Custom Weekly Accounting Report Setup to use.
- 4 The report setup's (field) groups appear in the Group Grid and are automatically selected to be included in the report.
- 5 (Optional) Unmark the (field) groups to be excluded within the configuration.
- 6 (Optional) Click the "Week Of" radio button and select a week from the history table to report.
- 7 Click the **Apply** button.
- 8 Select the desired report generation button: Extract, Preview or Print.
- 9 The report is generated.

Note:

If your system parameter **Finalizing Option for the Custom Weekly Accounting Reports** is set to "Manual", you may wish to Finalize the working date's tables at this time (by clicking the **Finalize** button). If the current working date's tables are not finalized using this option, they will be finalized automatically during the following day's End-of-Day Processing.

Weekly Dept Balancing
 Tim's Markets
 Branch 18 Cash Office Rep

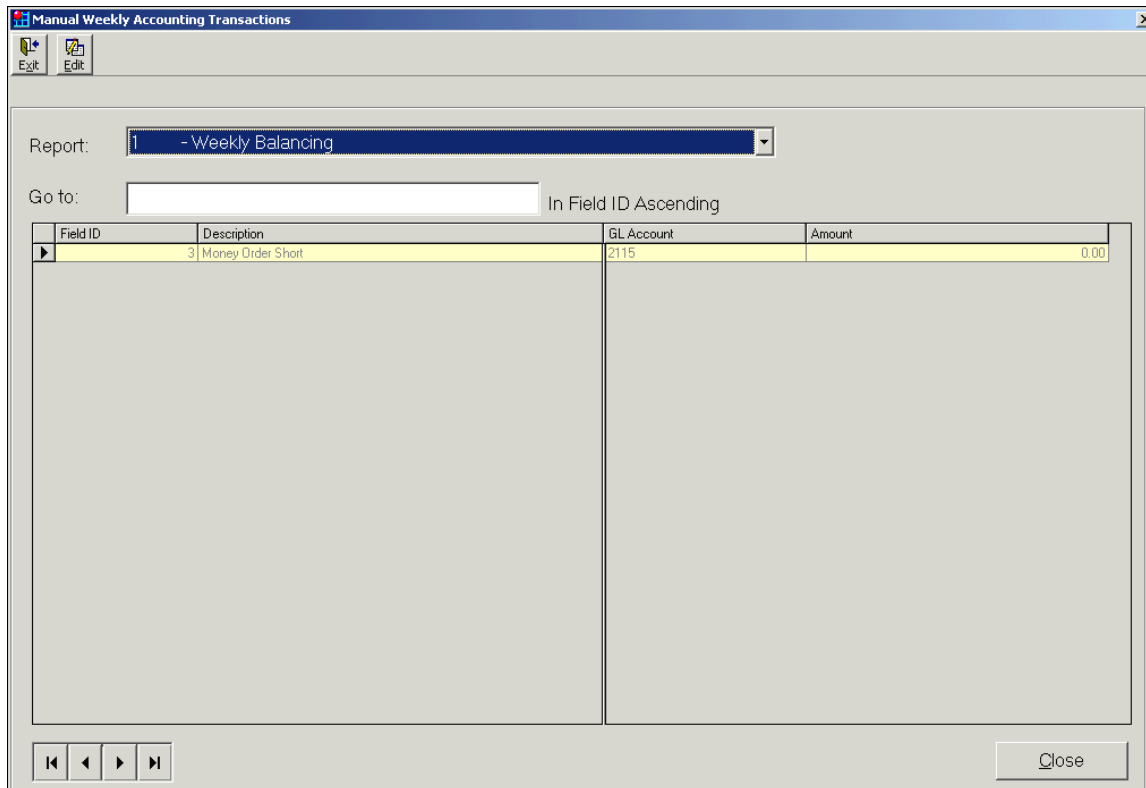
Daily From 12/21/2003 To 12/27/2003

Day:	Ref ID	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	GL ACCT	TOTAL
Date:		12/21/2003	12/22/2003	12/23/2003	12/24/2003	12/25/2003	12/26/2003	12/27/2003		
Departments										
Department Sales		0.00	0.00	0.00	95.00	0.00	0.00	0.00	1114	95.00
Money Order Short		0.00	0.00	0.00	-95.00	0.00	0.00	0.00	2115	-95.00
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

The report displays field totals for each day of the week reported. The fields are listed and subtotaled by group. Groups are listed by their group order setting.

Manual Custom Accounting Transactions

Manual Custom Accounting Transactions is the second selection under the Custom Weekly Accounting folder. The Manual Custom Accounting Transactions Screen provides access to all group fields marked for manual entry in the Weekly Accounting Report Setup application. Use this screen to make the manual adjusting entries into the current working date's accounting transaction totals.



The screen contains the following fields:

Field	Description
Report	Click the field selection arrow and choose the report containing the manual entry you wish to make (or adjust).
Go To	Use this field to move quickly to a Field ID within the list.
Field ID	This field contains the Field ID Number for the manual entry field.
Description	This field contains the description of the field from the Weekly Accounting Field Setup Screen.
GL Account Number	This field contains the GL Account Number from the Weekly Accounting Field Setup Screen
Amount	This field contains the amount of the adjustment made for the current working date.

➤ **To make a manual accounting adjustment to the current working date:**

- 1 From the Manual Accounting Transaction Screen, click the Report field's selection arrow and choose the report containing the field you wish to adjust.
- 2 The manual entry fields are loaded within the grid.
- 3 Highlight the field you wish to adjust and click the **Edit** button.
- 4 The Manual Weekly Accounting Edit field displays.



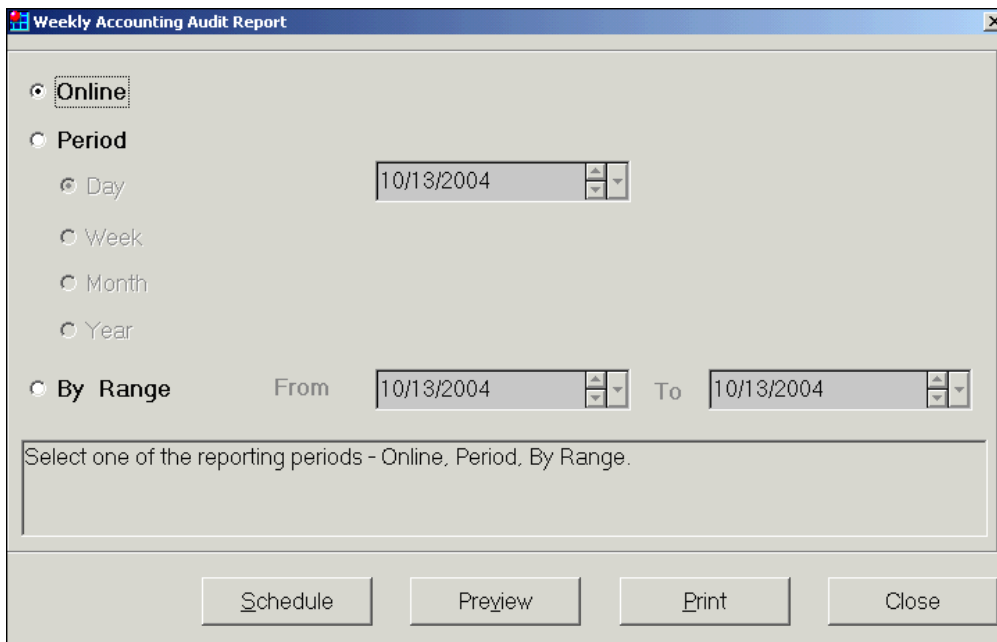
- 5 Enter the amount of the adjustment and click **OK**.
- 6 Repeat steps 2 and 3 for each field you wish to adjust.
- 7 When finished, click the **Close** button.

Manual Custom Accounting Transaction Audit Report

Manual Custom Accounting Transaction Audit Report is the third selection under the Custom Weekly Accounting folder. The Manual Custom Accounting Transaction Audit Report lists all Manual Custom Accounting transactions made for the period selected: Online, Period or Date Range.

➤ **To generate the Weekly Accounting Audit Report:**

- 1 From the Weekly Accounting Audit Report Screen, click the radio button associated with the desired reporting period: Online (for the current working date), Period (specific date, week, month or year).



The screenshot shows a dialog box titled "Weekly Accounting Audit Report". It contains three radio button options: "Online", "Period", and "By Range". The "Online" option is selected. Under "Period", there are sub-options for "Day", "Week", "Month", and "Year". The "Day" sub-option is selected, and a date field next to it contains "10/13/2004". Under "By Range", there are "From" and "To" date fields, both containing "10/13/2004". Below these options is a text box with the instruction "Select one of the reporting periods - Online, Period, By Range." At the bottom of the dialog box are four buttons: "Schedule", "Preview", "Print", and "Close".

- 2 Click one of the following report generation options:
 - Schedule – to add the report to the Report Scheduler.
 - Preview – to view the report on the screen.
 - Print – to send the report to the printer.

The report is generated.

Weekly Accounting Audit Report					
Tim's Markets					
Branch 18			Cash Office Reports		
<hr/>					
Weekly	From 08/22/2004		To 08/28/2004		
Date & Time	User	G/L Account	Description	Amount	
8/25/2004 12:27:00PM	0 ADMIN	2115	Money Order Short	-150.00	
8/25/2004 12:32:00PM	0 ADMIN	2115	Money Order Short	0.00	
8/25/2004 12:58:00PM	0 ADMIN	2115	Money Order Short	-85.00	

Overriding Finalized Accounting Transactions

Overriding Finalized Accounting Transactions is the fourth selection under the Custom Weekly Accounting folder. Finalized Accounting Transactions that have been written to the CWA Staging Table can be overridden at a later date if they are found to be incorrect.

The screen contains the following fields:

Field	Description
Report	Click the field selection arrow and select a report that contains the finalized field you wish to correct.
Working Date	Select or enter the working date you wish to correct.
Field ID	Click the field selection arrow and choose the finalized field to correct.
Amount	Enter the correct field amount for the working date. For credit entries, enter a minus sign before the number.

Field	Description
Current Amount (Read-only)	This field contains the current finalized totals for the field.

➤ **To override a Finalized Accounting Transaction:**

- 1 From the Override Finalized Accounting Transactions Screen, identify the field to correct by selecting the Report ID (in which the field exists), and a finalized Working Date.
- 2 Click the field selection arrow and select the finalized field to correct.
- 3 In the Amount field, enter the correct amount.
- 4 Click the **OK** button.

The override is completed and the Total Type fields are recalculated for the report's working date.

Override Finalized Accounting Transaction Report

The Override Finalized Accounting Transaction Report is the fifth selection under the Custom Weekly Accounting folder. The report details transaction overrides for the period specified in the report.

Similar to other ISS45 Reports, specify the time period or date range of override transactions and preview or print the report. The report may also be placed in the report scheduler.

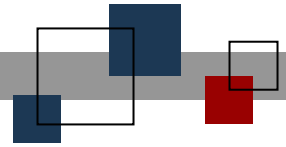
➤ **To generate the Weekly Accounting Override Finalized Transactions Audit Report:**

- 1 From the Weekly Accounting Override Finalized Transactions Audit Report Screen, click the radio button associated with the desired reporting period: Online (for the current working date), Period (specific date, week, month or year).

- 2 Click one of the following report generation options:
 - Schedule – to add the report to the Report Scheduler.
 - Preview – to view the report on the screen.
 - Print – to send the report to the printer.

The report is generated.

Override Finalized Transactions Audit Report						
Tim's Markets						Cash Office Rep
Branch 18						
For 10/13/2004						
System Dt-Time	User	G/L Account	Description	Working DT	Amount	
10/13/2004 18:15:02	Administrator	099-50901	Lottery Sales	10/10/2004	-15.00	



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