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Category	BOS General
Course	Security
Version	1.1
Client	Generic
Software	2.12.100

Electronic Audit Utility

The Electronic Audit Utility is used to view and print specific transactions performed at POS.

Procedure to Retrieve Transactions on a Stand-Alone PC

Hints and Tips

✓ Older files are achieved; unzipped the file to use it.

✓ You can search for a specific or range of transactions:
- on a specific date/time
- by a specific operator ID
- at a specific register
- for a specific value or range
- that included a specific product
- suspended and/or resumed
- that included a void, discount, authorisation, or gift card.

✓ You can only access transaction information that was created in SUREfire 2.12.00 or later.

✓ **I.T Support Notes**:
- For a **standalone installation**, the file 'sfsqlite3odbc.dll' needs to be found in the same location as the electronicaudit.exe file. User has access to all tabs and import.
- For a **BOS installation**, set the System Param **ElectronicAuditUploadMode**:
1: shows all tabs & unrestricted file browsing/import.
2: shows all tabs, only lists daily files for import.
3: shows only **Filter** and **Search** tabs, no import option.

✓ **Function Buttons:**

Apply	Applies the selection.
Clear Tab	Clears all options selected in the open tab.
Clear All Tabs	Clears all options selected in all tabs (**File** -> **Refresh Tabs** does the same action).

1.	Copy and paste the required daily file/s from the BOS computer to a USB device. *The files are located in D:\Program Files\SUREfire systems\SUREfire BOS\Uploads; right click the file name to display the **Copy**/**Paste** functions.*	
2.	Double-click the **ElectronicAudit.exe** file. *You may access the utility from the Windows desktop, Start menu option, or Windows Explorer.*	
3.	From the **File** menu, select **Import File**.	
4.	Select the folder on your USB drive that contains the saved file/s.	
5.	Click the daily file that you want to review. *Date format in the file name is year/month/day.*	
6.	Click [Open].	
7.	Click [Apply]. *You can open multiple files and then click **Apply**.* *The transaction/s is displayed on the screen.*	

8.	**To:**	**Then:**
	change the view	refer to Procedure to Change the View on page 3.
	apply a filter	refer to Procedure to Filter Daily Records Retrieved on page 4.
	apply a search	refer to: Procedure to Search Transactions on page 5. Procedure to Perform an Advanced Search on page 5.
	apply a sort	refer to Procedure to Sort the Daily Records on page 3.
	open a different file	return to step 3.
	print the view	Highlight the transaction text to print. From the **File** menu, select **Print**. Click **OK**. *The transaction/s are printed from the default printer.*
	clear the retention period data	from the **File** menu, select **Empty Daily File Table,** and then click [Apply]. *This clears all data previously retrieved; you must import the daily files to rebuild the retention period.*
	finish	click the [**x**] located at the top right-hand side of the application.

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Procedure to Retrieve Transactions on a BOS Computer

Hints and Tips

✓ The **retention period** reflects the daily data that is retrieved when you click **Apply**.

Retention Period from 9/07/2010 10:05:05 AM to 12/07/2

✓ If the **retention period** is the current day, you can click **Apply** at any time to update the data with any transactions performed since the retention time stamp.

✓ Contact *SUREfire* Support if you need **import** permissions.

✓ If the retention period grows to an excessive number of days, you can select **File -> Empty Daily File** Table to empty the table *(restricted access)*.
You must import the transaction data to rebuild the retention period.

dit v2.12.103.1 - No data found in table DailyFile

✓ **Function Buttons:**

Apply	Applies the selection.
Clear Tab	Clears all options selected in the open tab.
Clear All Tabs	Clears all options selected in all tabs (**File** -> **Refresh Tabs** does the same action).

✓ **File menu advanced access options:** *(restricted access)*

- **Use only Daily File Information:** usually keep this unselected, so that information retrieved from other tables is displayed.
- **Select Daily File Table:** to create a new table with specific data. You create and retrieve a table by entering a table name (without spaces), then import files to include in the table.

Current table - DailyFile   ☒
New table name:
DailyFile
OK   Cancel

1.	Open the Electronic Audit utility.	
	***You may access the utility from the Windows desktop, Start menu option, Windows Explorer, or the BOS **Tools** menu.** *If you open the utility outside the BOS, you're prompted to enter a **User Name** and **Password**; this is the same as your BOS logon.**	

2.	**To:**	**Then:**	
	retrieve a list of transactions in the retention period displayed	click **Apply**. Go to step 3.	Action Apply Clear Tab Cl
	import daily file/s *(if access mode permits)*	from the **File** menu, select **Import File.** Click the required file. *Older files are in the **Achieve** folder; go to the file path in Explorer, unzip the required file to a temp location, then import the file saved to this location.* Click ✓ Upload Click **Apply**. Go to step **3**.	Electronic Audit v2.12.20.1 - File Action Tab View Upload File S:\Program Files\SUREfire Systems\SUREfire BOS\Uploads\ File Name Size Date Type S:\Program Files\... 510 10/03/2010 3:3... *.bak S:\Program Files\... 791 6/07/2010 4:56... *.bak S:\Program Files\... 13670 9/07/2010 4:01... *.bak S:\Program Files\... 5521 12/07/2010 10:... *.bak

3.	**To:**	**Then:**
	change the view	refer to Procedure to Change the View on page 3.
	apply a filter	refer to Procedure to Filter Daily Records Retrieved on page 4.
	apply a search	refer to: Procedure to Search Transactions on page 5. Procedure to Perform an Advanced Search on page 5.
	apply a sort	refer to Procedure to Sort the Daily Records on page 3.
	open a different file	return to step 2.
	print the view	Highlight the transaction text to print. From the **File** menu, select **Print**. Click **OK.** *The transaction/s are printed from the default printer.*
	clear the retention period data *(if access mode permits)*	from the **File** menu, select **Empty Daily File Table,** and then click **Apply**. *This clears all data previously retrieved; you must import the daily files to rebuild the retention period.*
	finish	click the [**x**] located at the top right-hand side of the application.

❏

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Hints and Tips

✓ The **Sort** tab is used to reorder the transactions listed in the view.

Procedure to Change the View

1.	From the **View** menu, select the required view.			Electronic Audit v2.1 File Action Tab View
2.	**Select view:**	**Or press:**	**To display:**	
	Transaction Journal	[Ctrl] [J]	all the transactions in a receipt-like format.	
	Transaction List	[Ctrl] [L]	all the transactions as they're displayed in the daily file.	
	Transaction Detail	[Ctrl] [D]	detailed information about a transaction; you must first select a **Trans Pay Type** on the **Filter** tab.	
	Transaction Summary	[Ctrl] [S]	a summary of the transaction; you must first select a **Trans Pay Type** on the **Filter** tab.	
	Transaction Totals	[Ctrl] [T]	the quantity & total value for each total, payment type, and miscellaneous item.	
	Transaction Analysis	[Ctrl] [A]	the number of anomalies that occurred, and when and where the anomaly occurred.	
				❑

Procedure to Sort the Daily Records Displayed

1.	Click the **Sort** tab.	Filter Range Sort Sea
2.	Double-click a field to move it to/from the **Sort Fields** list and **Available Fields** list. *The Sort Fields list contains the fields that you're currently sorting the transactions by.*	Sort Fields store_id till_no sale_date transaction_id line_no Move Item Available Fields trans_type operator_no trans_name daily_record training
3.	To prioritise the sort order, click the field and then the **Up** or **Down** arrow. *Transactions are sorted by the first field in the Sort Fields list, followed by subsequent fields.*	Move Item
4.	Click **Apply** *The transactions are sorted in the selected order in the view.*	Action Apply Clear Tab Clear A
		❑

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Procedure to Filter Daily Records Retrieved

Hints and Tips

✓ If you want to clear the previous filter and start over, press **Clear Tab** then [Apply] to re-display all the records.

✓ Users with access to the **Range** tab can perform the same filtering, but have extra search limiters.

1.	Click the **Filter** tab (or **Range** tab if displayed)	
2.		

Select filter:	To filter the results for:
Store Number	transactions processed at a specific store.
Till Number	transactions processed on a specific till.
Operator	transactions processed by a specific operator.
Date	transactions processed on a specific date.
Transaction Type	a specific transaction type, *e.g. Item Void, Item Return.*
Trans ID	a specific transaction ID.
Trans Pay Type	transactions with a specific payment type. *E.g. Cash, Cheque, EFTPOS.*
Reason Type	transactions that have a specific reason type. *E.g. Price Change.*
Trans Start Code	a transaction type of 47; e.*g. 03: suspended transactions.*
Event Type Code	an event type of 82 (generic event log); *e.g. 01: EFTPOS Logon Failure.*
Sales Total ($)	a specific total sales amount.
Training	transactions that were created in training mode, that were not created in training mode, or both.

3.	Use the drop-down box to limit the search results. • = equal to • < less than • <= less than and equal to • > greater than • >= greater than and equal to • <> does not equal.	
4.	If you're using the **Range** tab, you can specify a range using the **Add** and **Or** limiters.	
5.	Click [Apply]. ** Only the transactions that match your specific criteria are still displayed in the view.**	
		❑

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Procedure to Search Transactions Displayed

Hints and Tips

✓ If you want to **clear** the previous search results and start over, press **Clear Tab** then **Find** to re-display all the records.

✓ **Basic Search** is used to search for specific types of transactions:
- on a specific date/time
- by a specific operator ID
- at a specific register
- for a specific value or range (e.g. refunds $10-$20)
- that included a specific product
- that was suspended and/or resumed
- that included a void, discount, supervisor authorisation, or gift card.

✓ **Advanced Search tab**
- You can only search in the **Transaction List** view, but can then change to another view to see the highlighted transaction in another format.
- You can search by multiple common and/or specific criteria.
- The bottom left of the screen indicates if the search data was 'found' or 'not found'.

✓ **Common Options:** Lists more popular searches.
- **Trans_Type:** e.g. 31 is a payment, 32 is item added (refer to the **Filter** tab for a full list of codes)
- **Till_No:** e.g. 01
- **Operator_No:** e.g. 9818
- **Trans_Name**: used by Support to investigate processes; e.g. Logon, Payment, Txn End
- **Date:** e.g. enter 03/12/2010 as 20101203
- **Time:** e.g. enter 13:54 as 1354
- **Transaction_ID:** e.g. 000054

✓ **Transaction Specific** search allows you to search on more specific scenarios.

1.	Click the **Search** tab.	
2.	**Select:** / **To:**	
	Direction — select the search direction.	
	Start From — select where you want the utility to start searching from.	
	Search Type — select a search type.	
	Amount — enter a specific amount or amount range.	
	Qty — enter a specific quantity.	
	Reason Code — enter a specific reason code.	
	Stock Item — enter a specific *description* of an item; *e.g. coke.*	
	Text Code — enter any text to search on *(such as an EAN, AR Name).*	
3.	Click [Find].	
4.	**If the search results are:** / **Then:**	
	highlighted — click [Find] to see the next data.	
	displayed in a summary results — double-click the transaction to display it in Transaction Journal view.	
		❑

Procedure to Perform an Advanced Search

1.	From the **View** menu, select **Transaction List**.	
2.	Click the **Adv Search** tab.	
3.	**To search:** / **then:**	
	using common criteria — double-click the required **Common** criteria. Enter a value in the **Advanced Search** screen. Click **OK**. Click [Find] to highlight the next data found.	
	using specific criteria — from the **Transaction Specific** list, select the scenario. Double-click the required criteria. Enter a value in the Advanced Search screen. Click **OK**. Click [Find] to highlight the next data found.	
		❑