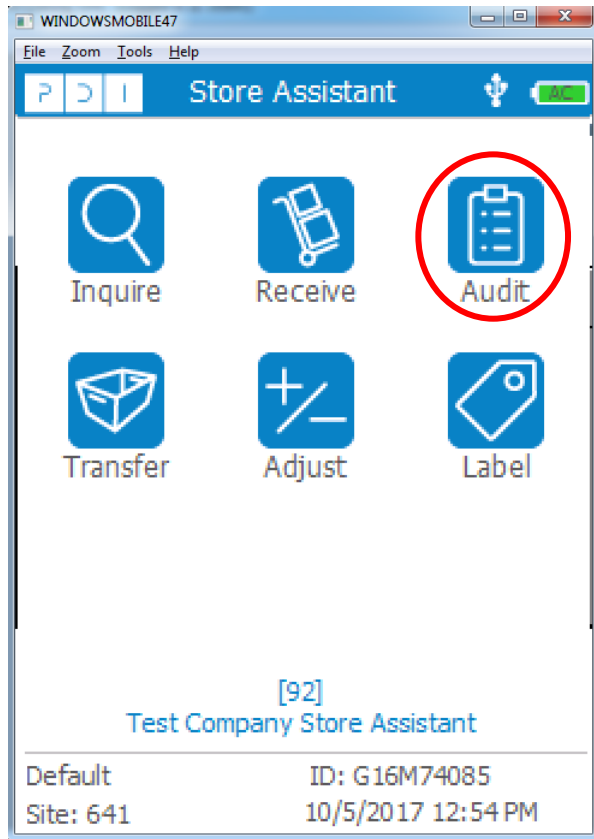


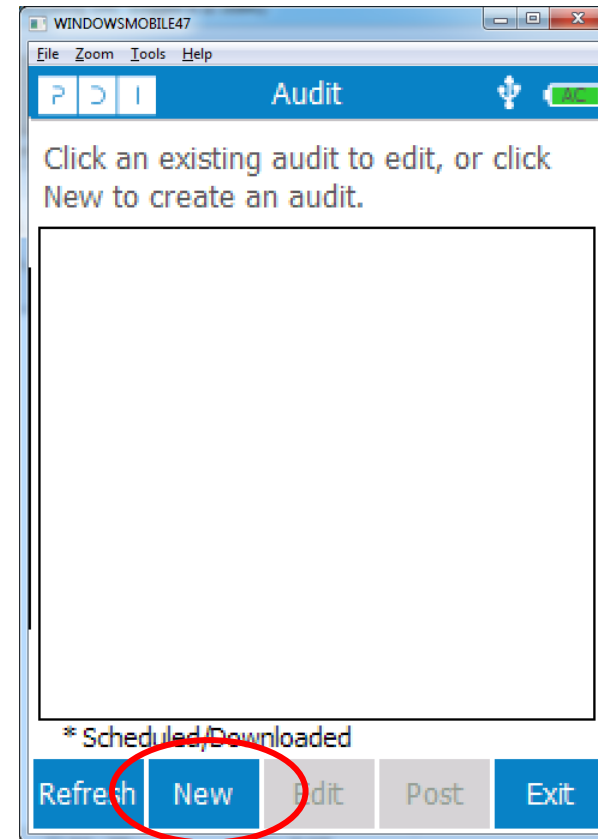


Audit  
Instructions  
(New Store Assistant)

1. Select the **Audit** option.



2. Select the **New** option.



3. This is the next screen that will appear.

WINDOWSMOBILE47

File Zoom Tools Help

Audit

Auditor:

Audit Rule:  >

**\*\* Not Posted \*\***

Scan Review Delete Post Back

4. Auditors must enter their names.

WINDOWSMOBILE47

File Zoom Tools Help

Audit

Auditor:

Audit Rule:  >

**\*\* Not Posted \*\***

Scan Review Delete Post Back

5. Choose your **Audit Rule** by selecting the blue circle.

WINDOWSMOBILE47

File Zoom Tools Help

Audit

Auditor: Jane

Audit Rule: [ ]

\*\* Not Posted \*\*

Scan Review Delete Post Back

6. Select **Monthly Audit** from the list of Audit Rules.

WINDOWSMOBILE47

File Zoom Tools Help

Select an Audit Rule

Description

Daily Cigarette Count

Monthly Audit

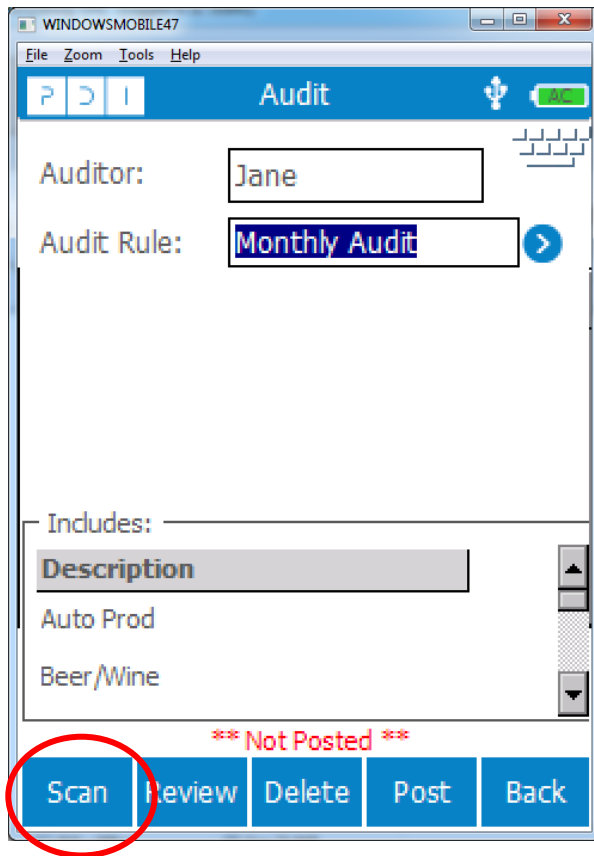
Pizza

Pizza Cost

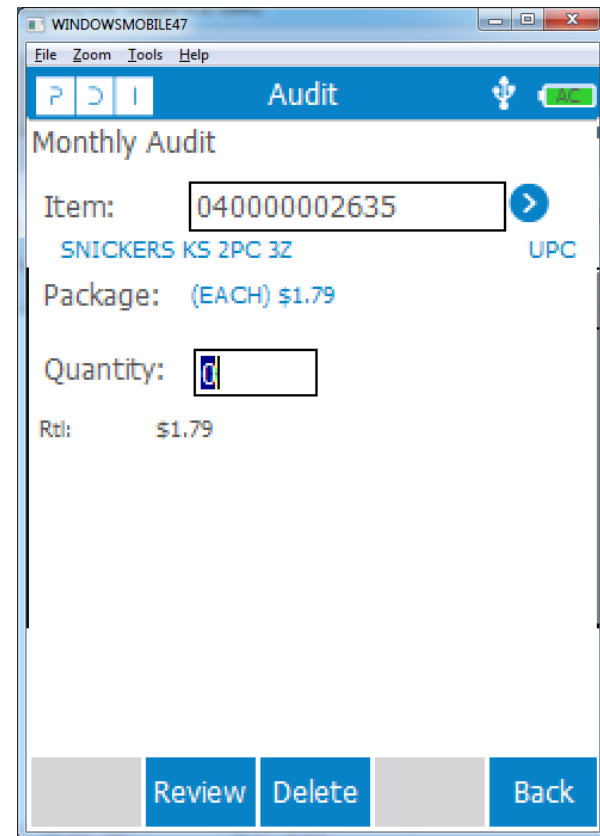
Spot Check

Cancel

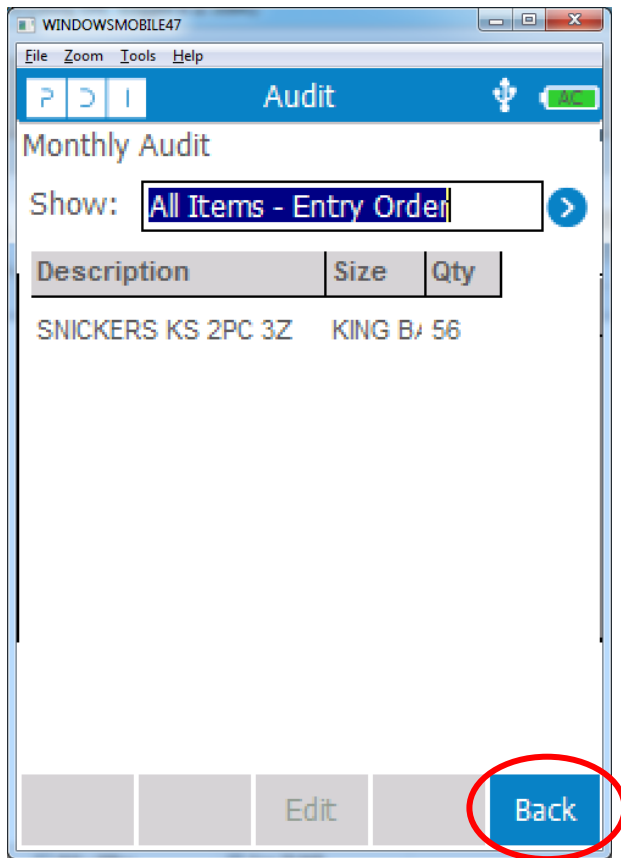
7. To scan your items, choose the scan option and begin scanning all items.



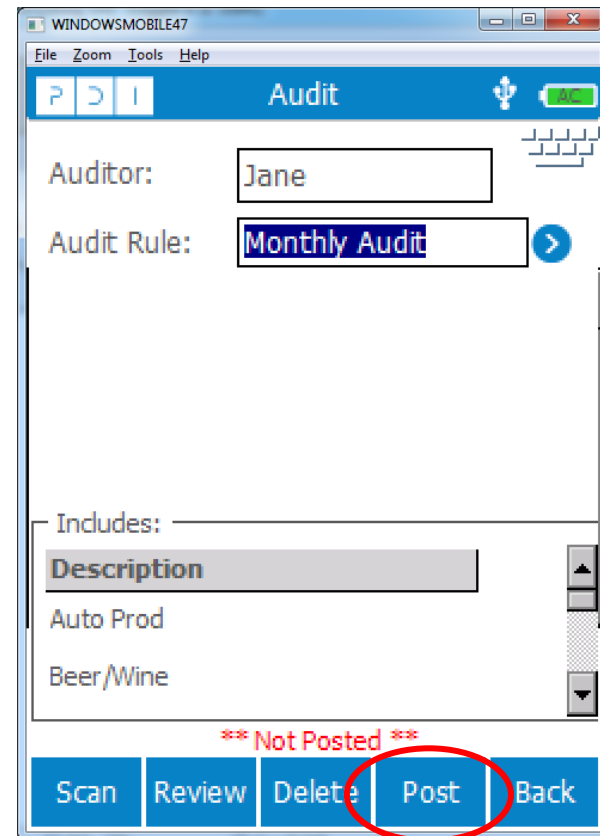
8. Scan all of your items and enter the correct quantities. Make sure you hit the enter key after scanning the last item.



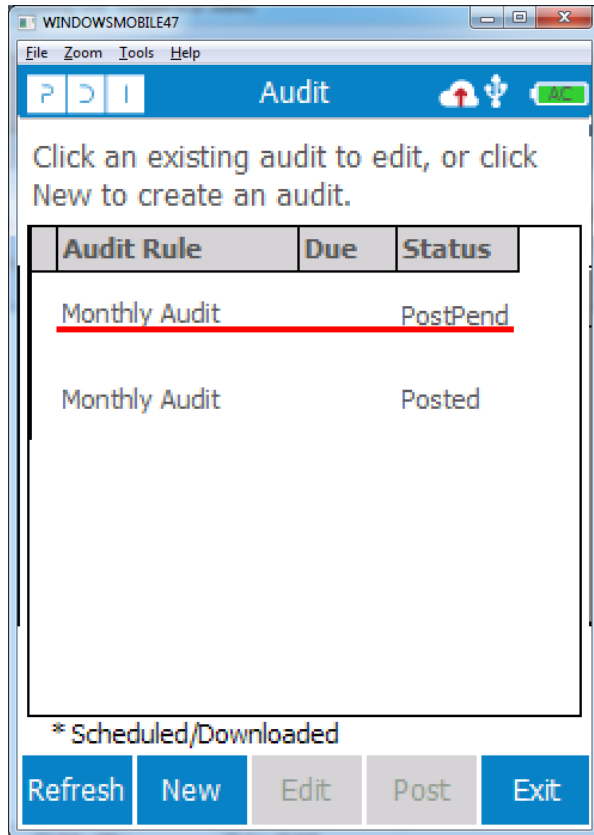
9. Once you have scanned all of your items, hit the back button to review your audit.



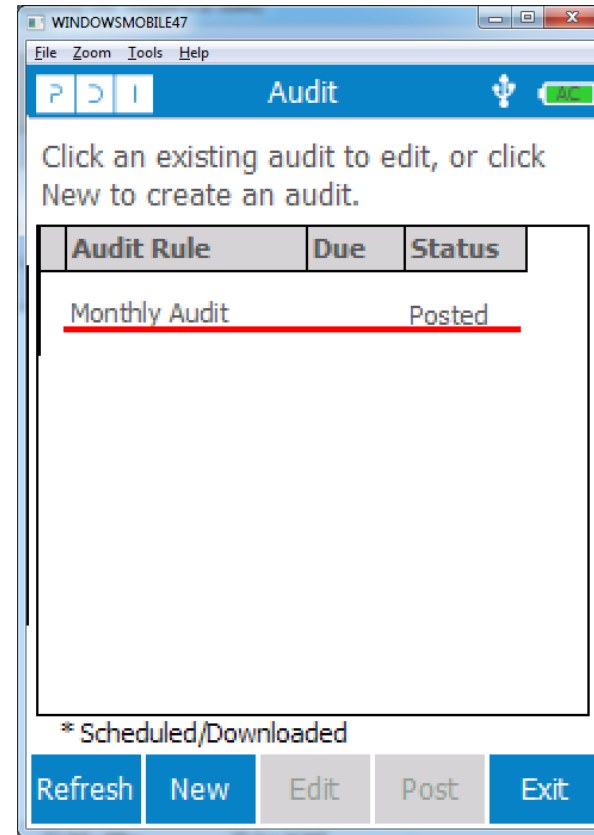
10. You are now ready to post your audit. Select the **post** button.



11. This result in a **PostPending** status.



10. If connected (or docked) correctly, the status will automatically change from **PostPending** to **Posted**.



**\*\*IT IS IMPORTANT TO UNDERSTAND THAT THIS HAS NOT POSTED YOUR AUDIT INTO YOUR PAPERWORK. IT HAS SIMPLY FINALIZED IT ON THE HANDHELD.\*\***

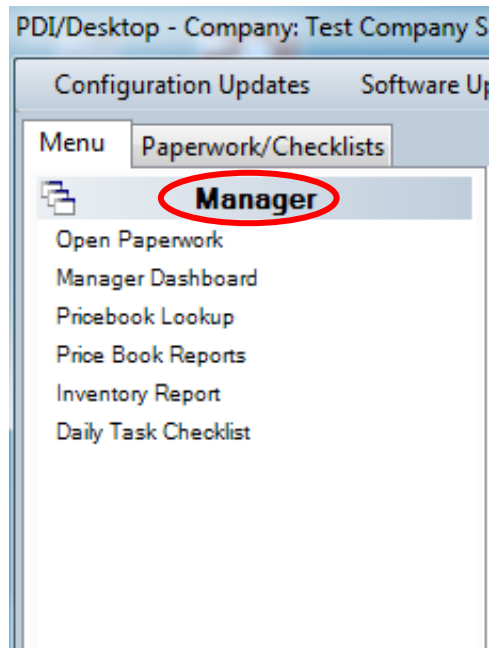
**\*\*IF YOU DO NOT COMPLETE THE POSTING PROCESS, YOUR AUDIT WILL BE DELETED AFTER 72 HOURS. AND YOU WILL HAVE TO RE-COUNT EVERYTHING.\*\***

**\*\*ALL UNCOUNTED ITEMS WILL AUTOMATICALLY BE ZEROED OUT\*\***

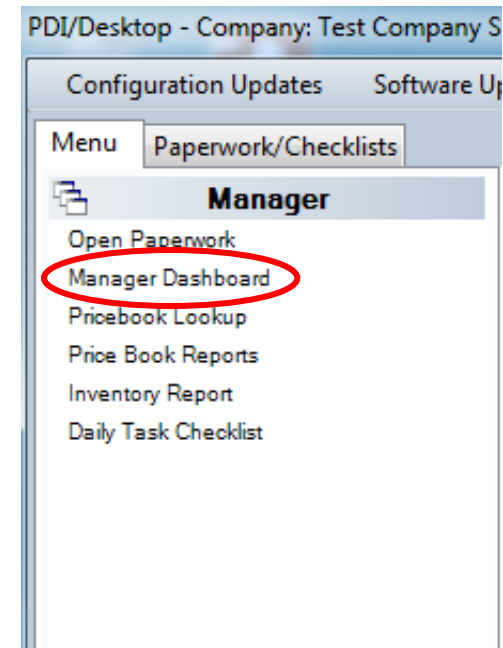
Please refer to the following pages for the steps to complete the posting of an audit.



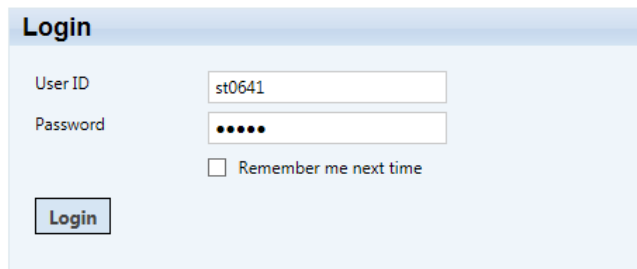
1. After your audit has a posted status on the handheld, you will need to go to the **Manager** tab on your PDI Desktop.



2. Choose the **Manager Dashboard** option



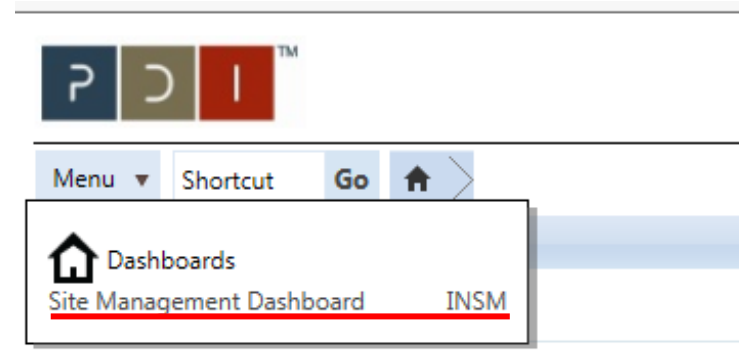
3. You will be prompted to log in. The username and password are the same that you use to log into your PDI Desktop.



The screenshot shows a login form titled "Login". It contains the following elements:

- User ID:** A text input field containing the value "st0641".
- Password:** A text input field with masked characters (dots).
- Remember me next time:** A checkbox that is currently unchecked.
- Login:** A button located at the bottom left of the form.

4. Click on the **Menu** tab and choose the **Site Management Dashboard**.



5. You will need to click on the **Audit** option on the left side of the screen.

6. You will then see your audit listed in the main section of the screen as **Monthly Audit**. To continue processing the audit, you will need to click on the **pencil** icon to edit the audit.

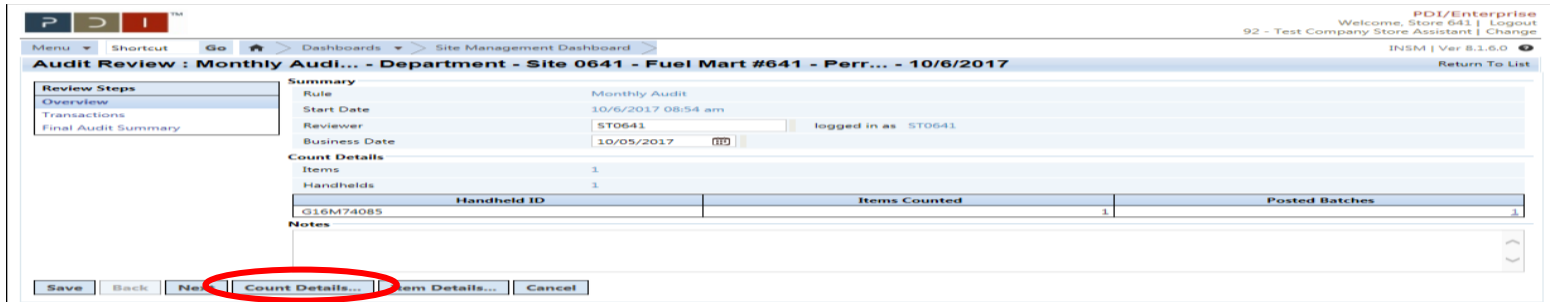
The screenshot shows the PDI/Enterprise software interface. The top right corner displays the user's name 'PDI/Enterprise', 'Welcome, Store 641 | Logout', and '92 - Test Company Store Assistant | Change'. The breadcrumb navigation shows 'Menu > Shortcut > Go > Home > Dashboards > Site Management Dashboard >'. The 'Tasks' section is active, showing a sidebar with 'Orders 0', 'Audits 0' (highlighted in red), and 'Lottery 0'. The main content area is titled 'Tasks' and shows 'Site 0641' and 'Fuel Mart #641 - Perrysburg, OH'. There are buttons for 'Create Selected', 'Delete Selected', and 'Create Unscheduled Audit...'. A table titled 'Audit Reminders (0 Due Today)' has columns for 'Audit Rule', 'Audit Type', 'Audit Date', and 'Due by'. Below it, a table titled 'In Progress and Recent Audits' has columns for 'Audit Rule', 'Status', 'Started', 'Last Scan', 'Last Post', 'Handhelds', 'Expected Items', 'Counted', and 'Not Counted'. The 'Monthly Audit' row is circled in red, and the pencil icon next to it is also circled in red. The 'Pizza' row has a yellow warning icon in the 'Last Post' column. The bottom of the table shows '10 items per page' and '1 - 2 of 2 items'.

Audit Rule	Audit Type	Audit Date	Due by
Monthly Audit	In Progress	10/5/2017	
Pizza	In Progress	10/4/2017	

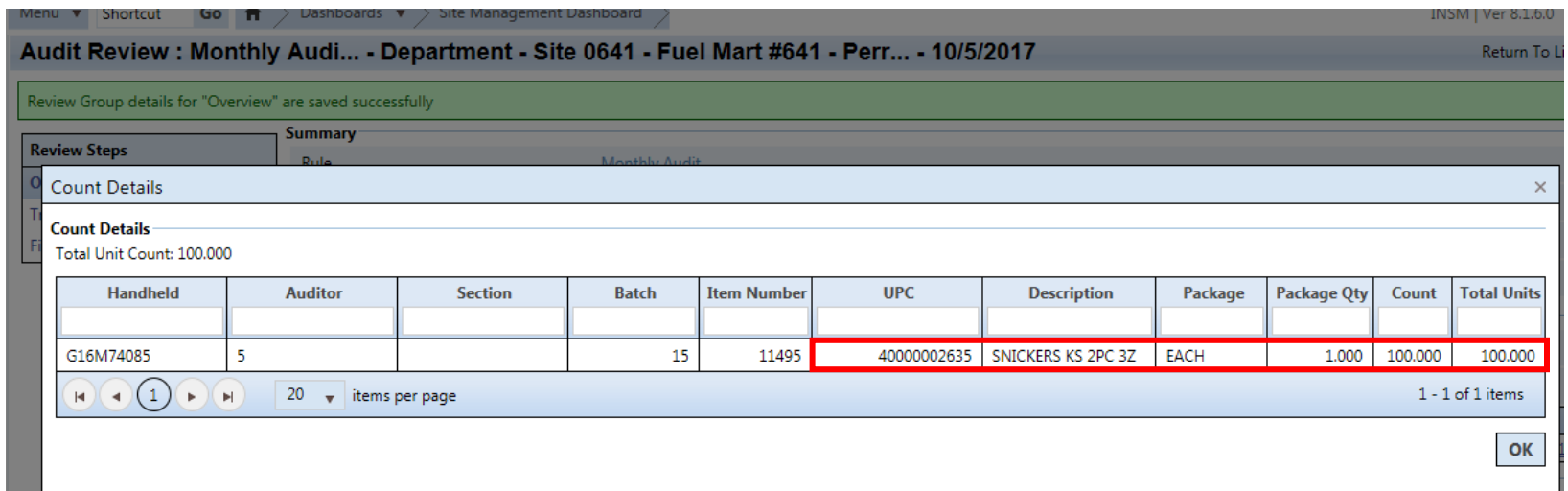
  

Audit Rule	Status	Started	Last Scan	Last Post	Handhelds	Expected Items	Counted	Not Counted
Monthly Audit	In Progress	10/5/2017	10/5/2017	10/5/2017	1	1	1	0
Pizza	In Progress	10/4/2017			0	44	0	44

7. Once you enter your audit, you can review all the items you have counted by choosing the count details option (highlighted below).



8. After clicking on the **Count Details**, you will see the details for the items you counted.  
-You can use this screen to check for counting inaccuracies, IE if you accidentally entered 1,000 Snickers bars instead of 100  
-In this example, you can see that we counted 100 Snickers bars



9. After you review your item counts you can continue onto the next screen, which is the **Transactions** screen.

- This screen allows you to review the pending transactions (invoices, transfers, or adjustments) that could affect your audit. And gives you the ability to move these invoices, so the items on them are reflected correctly in your inventory and do not distort your audit counts.

**Invoices**  
Select invoices that were already in inventory before the audit. (Reduce item counts by selected invoiced quantities.)

	Vendor	Reference #	Business Date	Total Cost	Total Retail	Item Count
<input type="checkbox"/>	33703 - Eby-Brown ⓘ	0102330956	10/5/2017	\$65.06	\$0.00	4
<input type="checkbox"/>	33703 - Eby-Brown ⓘ	0102341872	10/5/2017	-\$75.15	-\$128.88	2

**Adjustments**  
Select adjustments that were already removed from inventory before the audit. (Reduce item counts by selected adjusted quantities.)

	Adjustment Type	Reference #	Business Date	Total Cost	Total Retail	Item Count
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**Transfers**  
Select transfers that were already out of or in inventory before the audit. (Increase item counts by selected transfer out quantities, and Reduce item counts by selected transfer in quantities.)

	In/Out	Reference #	Business Date	Total Cost	Total Retail	Item Count
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- Let's say that you sent the items on the Eby Brown credit back with the driver, but have not received a copy of the credit yet, you can select the credit invoice above, and Store Assistant will remove those items from your inventory so not to create a shortage.

10. Once you have reviewed your **Item Transactions** and **Transactions**, you are ready to post your audit into your daily paperwork. Do so by clicking the **Post to DR**.

-make sure you get the pop up message below, confirming that your audit has been posted to **Daily Reporting (DR)**.

The screenshot displays a software interface with a sidebar on the left containing 'Review Steps' (Overview, Transactions, Final Audit Summary) and a main area with a 'Show Filters' section. The 'Show Filters' section includes a 'Group by' dropdown set to 'Department', 'Apply' and 'Reset' buttons, and a checked 'Hide Filter on Apply' option. To the right are 'Expand All' and 'Collapse All' buttons. Below this is a table with columns for 'ID', 'Item Group', and 'Adjusting Activity' (subdivided into '+ Sales' and '= Net'). A row for 'Retail Inventory Groups (1 groups)' shows a total 'Adjusted Value' of '\$179.00'. A row for '2 Grocery' shows a total 'Adjusted Value' of '\$179.00'. A pop-up window titled 'Posted to DR' is centered, displaying the message 'Audit is posted to DR successfully' and an 'OK' button. At the bottom of the interface, a row of buttons includes 'Save', 'Back', 'Next', 'Item Details...', 'Print', 'Cancel', and 'Post to DR', with the 'Post to DR' button circled in red. Navigation controls (back, forward, page 1, 20 items per page) and '1 - 1 of 1 items' are also visible.