



eTurns

# Audit Trail Report

Help documentation



## Contents

a. Audit Trail.....	5
b. Select a Company .....	5
c. Select a Room .....	5
d. Select a Date Range .....	6
e. Filter by Range .....	6
f. Sorting.....	7
g. Hide Report Header .....	7
h. Signature Section .....	8
i. View or Send the Report.....	8



The Audit Trail report displays all transactions relating to an item such as orders, min/max changes, count transactions, quantity on hand changes, etc. Display the audit trail report to determine what transactions affected the item(s).

- **Transaction Type** – examples can be Cart, Orders, Count, Transfer, Requisition, Receive transactions, etc.
- **Action** – corresponds to the transaction type such as an update, deletion, no update or insert.
- **Values** – provides additional details regarding the transaction.
- **Trans Quantity** – quantity involved regarding the transaction.
- **On Hand Quantity** – the resulting on hand quantity because of the transaction.



### Audit Trail



3/18/2021 4:48:17 PM

From 2021-01-01 00:00:00 To 2021-03-18 23:59:59

1 of 4

Noy Testing  
NoyWarehouse  
1234 St  
Irvine, ca 92612

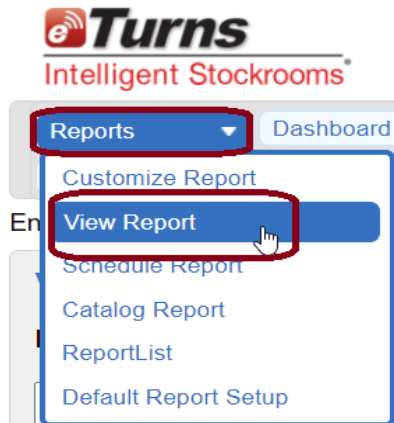
Start: 2021-01-01 00:00:00 To: 2021-03-18 23:59:59

Item #	Transaction Type	Action	Values	Bin	Packslip #	Trans quantity	Bin quantity	On Hand quantity	Supplier	Supplier #	Received on Server	User	Added From	CustomerName
BRLA000HFC	Cart	Insert	Cart ID: 79123 Cart Quantity: 558 ReplenishType: Purchase Generate: Automated	Noy			197	219	Super	BRLA000HFC	2/10/2021 4:27:16 PM	noysa	web	
BRLA80FC	Transfer	Out	Transfer #: 01/13/2021-1 Transfer: Out Replenishing Room: NoyStock Rm Transferred On: 2/10/2021	Warehouse		1	363	363	WESTBURNE	BRLA80FC	2/10/2021 4:27:17 PM	noysa	Web	
BRLA000HFC	Cart	Update	Quantity: 559 Cart ID: 79123	Noy			197	219	Super	BRLA000HFC	2/10/2021 4:27:18 PM	noysa	web	
BRLA000HFC	Transfer	Out	Transfer #: 01/13/2021-1 Transfer: Out Replenishing Room: NoyStock Rm Transferred On: 2/10/2021	Noy		1	196	218	Super	BRLA000HFC	2/10/2021 4:27:19 PM	noysa	Web	
BRLA000HFC	Cart	Update	Quantity: 558 Cart ID: 79123	Noy			196	218	Super	BRLA000HFC	2/10/2021 4:27:19 PM	noysa	web	

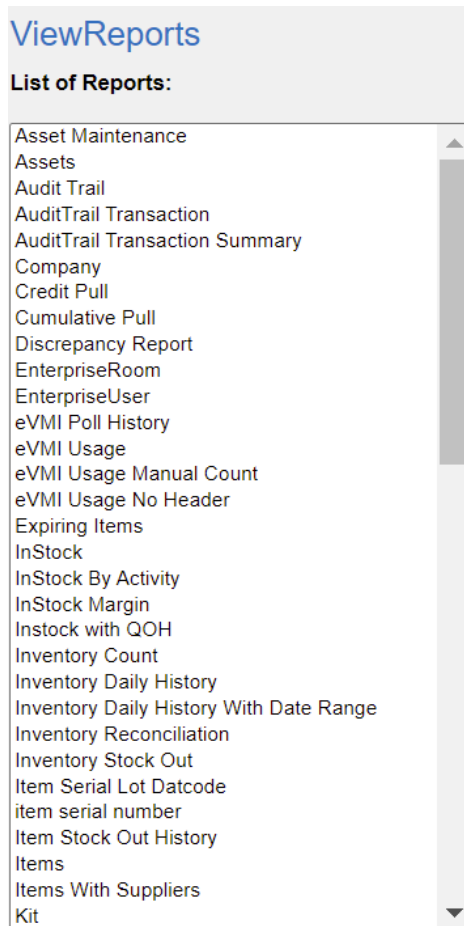


## View Report(s)

The Reports Module has various reports that is readily available to View (or use), Schedule, or Customize. To access the Reports Module, point the mouse over **Reports** and click on **View Report**.



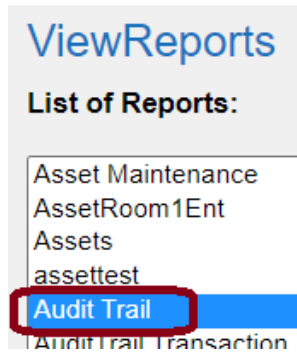
- The View Report list will be displayed.





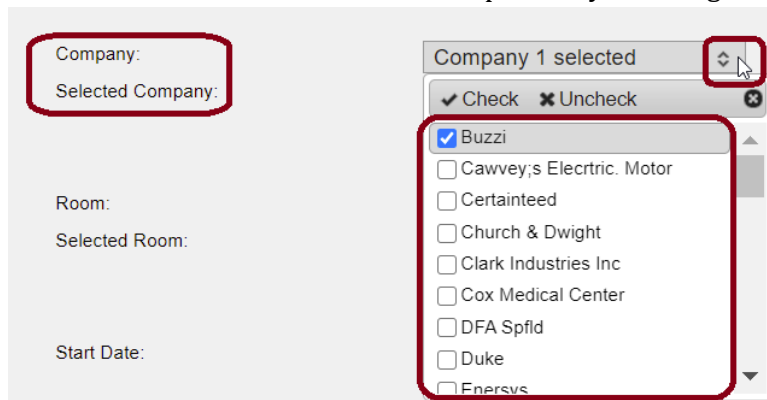
### a. Audit Trail

Choose Audit Trail by clicking it from the List of Reports. The Audit Trail report displays all transactions relating to an item such as orders, min/max changes, count transactions, quantity on hand changes, etc. Display the audit trail report to determine what transactions affected the item(s).



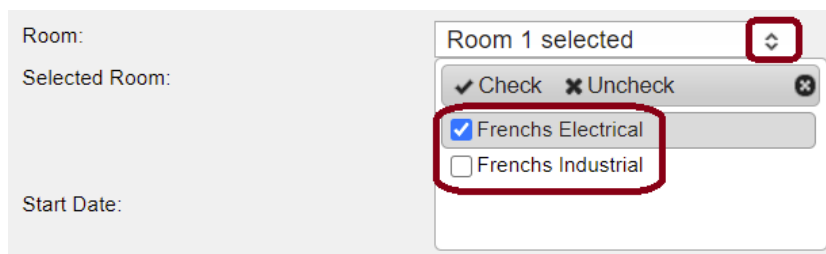
### b. Select a Company

- Select one or more companies to include in the report.
- Click on the double-arrow to select the companies by checking the boxes.



### c. Select a Room

- Select one or more rooms to include in the report.
- Click on the double-arrow and check the room to include.





#### d. Select a Date Range

- Select Start and End Dates.

Start Date:	<input type="text" value="3/17/2021"/>	<input type="text" value="00:00"/>
End Date:	<input type="text" value="3/17/2021"/>	<input type="text" value="23:59"/>

Click on the Date field to select the date range.

Start Date:	<input type="text" value="3/17/2021"/>	<input type="text" value="00:00"/>																																										
End Date:																																												
Range:	<div><div>Mar 2021</div><table><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></tbody></table></div>		Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Su	Mo	Tu	We	Th	Fr	Sa																																						
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7	8	9	10	11	12	13																																						
14	15	16	17	18	19	20																																						
21	22	23	24	25	26	27																																						
28	29	30	31																																									
AuditTrail																																												

#### e. Filter by Range

- Filter by Range such as Item #, Supplier and Supplier #. Click on the drop-down arrow and choose the range.

Range:	<div>Item # </div>
AuditTrail	<div><div>Item #</div><div>Supplier</div><div>SupplierPartNo</div><div>Category</div><div>Manufacturer</div><div>ManufacturerPartNo</div><div>UNSPSC</div><div>ItemBlanketPO</div><div>ItemUDF1</div><div>ItemUDF2</div><div>ItemUDF3</div><div>ItemUDF4</div><div>ItemUDF5</div></div>
First Sort Field:	
Second Sort Field:	
Third Sort Field:	
Fourth Sort Field:	
Fifth Sort Field:	



- Check the box “Select All” based on the Range selected.

Range:  Item #

AuditTrail

01-213-104  
030967  
06-666-1A  
1001570  
1014947  
1049206  
1126131  
1156308  
123  
1234  
123456  
14-387-192  
2628551042  
456  
456123  
5182-Test-Item-1

☒ Select ALL

## f. Sorting

- Sort up to five (5) fields in ascending (asc) or descending (desc) order.

First Sort Field:  Item #  asc

Second Sort Field:  Transaction Type  asc

Third Sort Field:   asc

Fourth Sort Field:   asc

Fifth Sort Field:   asc

## g. Hide Report Header

- Check the box to hide the report header when viewing or printing. This will hide the header accented in red and is useful when importing the file to another software. This is useful to eliminate merged cells when exporting or importing to a file.

☒ Hide Report Header

Export to:  Excel(.xls)  Excel(.xlsx)  Word(.doc)  Word(.docx)  PDF  IMAGE

1 of 114 Find | Next

**Audit Trail**

10/26/2021 1:09:17 PM From 2021-08-01 00:00:00 To 2021-10-26 23:59:59 1 of 114

Noy Testing  
NoyStock Rm  
123  
Irvine, CA 92691

Start: 2021-08-01 00:00:00 To: 2021-10-26 23:59:59

Item #	Transaction Type	Action	Values	Bin	Packslip #	Trans quantity	Bin quantity	On Hand quantity	Supplier	Supplier #	Received on Server	User	Added From	CustomerName
01-213-104	Order	Insert	Order#: PO123 Release#: 43 Ord Supplier: Henry Schein Status: Un-Submitted Required Date: 8/1/2021 Order Qty: 10	WHMain		0	4405	5075	BIO-VWR	01-213-104	8/2/2021 1:09:35 PM	nlachica2	Web	



## h. Signature Section

- Check the box *Show Signature On Last Page* to display a signature section for the report. It's useful when having someone sign-off on a report. This can be used as an acknowledgment or proof that the report was received.

☒ Show Signature On Last Page

Audit Trail

10/26/2021 1:25:44 PM

From 2021-10-25 00:00:00 To 2021-10-26 23:59:59

1 of 1

Noy Testing  
NoyStock Rm  
123  
Irvine, CA 92691

Start: 2021-10-25 00:00:00 To: 2021-10-26 23:59:59

(Signature)

## i. View or Send the Report

- View the report (and print) or send the report via email.

[View Report](#) [Send Report](#)

Export to : [Excel\(.xls\)](#) [Excel\(.xlsx\)](#) [Word\(.doc\)](#) [Word\(.docx\)](#) [PDF](#) [IMAGE](#)

Audit Trail

10/26/2021 1:09:17 PM

From 2021-08-01 00:00:00 To 2021-10-26 23:59:59

1 of 114

Noy Testing  
NoyStock Rm  
123  
Irvine, CA 92691

Start: 2021-08-01 00:00:00 To: 2021-10-26 23:59:59





**Send Email Form** x

**Note: Please enter multiple Email address in 'Send To' with ","(comma) seperate.**

Send To:	<input type="text" value="noy@eturns.com"/>
Subject:	<input type="text" value="Audit Trail"/>
Body:	<div>Attached is the Audit Trail report for the 3rd Quarter of 2021.  Thank you.</div>