eTurns

Audit Trail Transaction Summary Report

Help documentation

Contents

The Audit Trail Transaction Summary report displays in a single line entry the beginning on hand quantity and the ending on hand quantity of the item(s) from receipts, returns, transfer in and out transactions, Kits moved in and out, pull and pull credited transactions, adjustment pulled and credited transactions, for a selected date range.

AuditTrail Transaction Summary

12/7/2021 12:40:12 PM

Start Date: 12/1/2019 8:00:00 AM End Date: 12/8/2021 7:59:59 AM

1 of 1

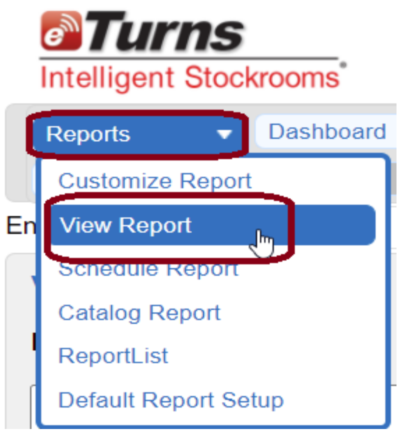
Noy Testing
NoyStock Rm
123
Irvine, CA 92691

Start: 2019-12-01 00:00:00 To: 2021-12-07 23:59:59

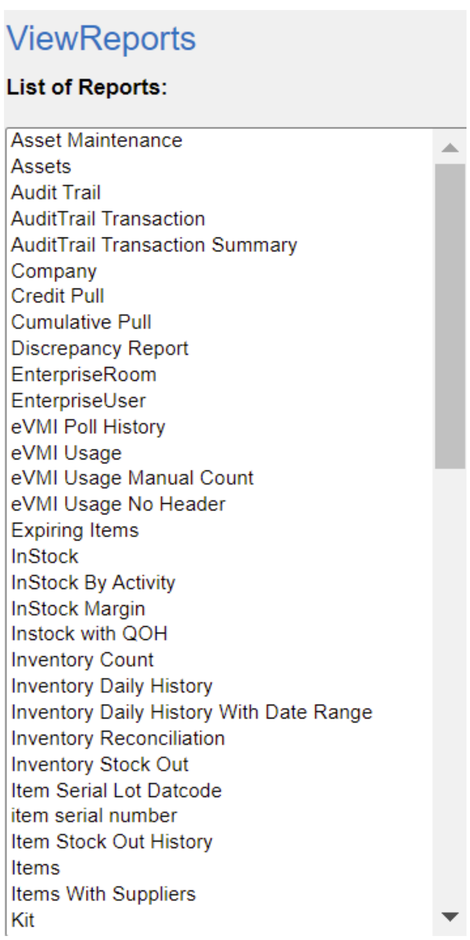
Item #	Description	Begining Onhand Quantity	Received Quantity	Returned Quantity	TransferIn Quantity	Transfer Out Quantity	Kit Move-In Quantity	Kit Move-Out Quantity	Pulled Quantity	Credited Quantity	Adjustment Pulled Quantity	Adjustment Credited Quantity	Ending Onhand Quantity
01-213-104	25ft Aluminum Foil 4	1488	15424	120	0	1	0	0	9835	1298	9861	3171	977
06-666-1A	Large Kimwipes	266	15031	30	0	0	0	0	4907	44	8073	1870	1043
10282021A		0	0	0	0	0	0	0	1	0	56	0	3
030967	cup	0	1	0	0	0	0	0	0	0	1	0	0
1001570	Sponge Gauze All-Gauze Cotton/Woven 2x2" 12 Ply NS LF 200/Bg, 40 BG/CA	1790	38400	0	0	0	0	0	4941	103	31834	1846	5176
1014947	Sponge Gauze HSI All-Gauze Premium Ctn/Wvn 2x2 8Pl Strl LF	778	16200	0	0	0	0	0	4116	0	11999	1032	1776

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.

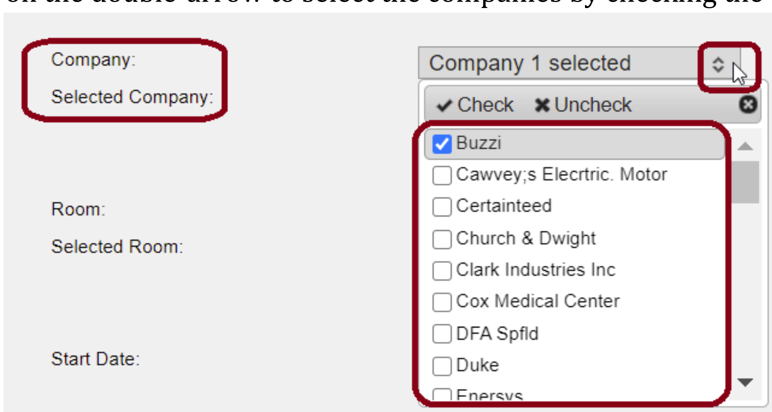


a. Audit Trail Transaction Summary

Choose Audit Trail Transaction Summary by clicking on it from the List of Reports. The Audit Trail Transaction Summary report displays in a single line entry, the beginning on hand quantity and the ending on hand quantity of item(s) because of specific transactions displayed in the report, for a selected date range.

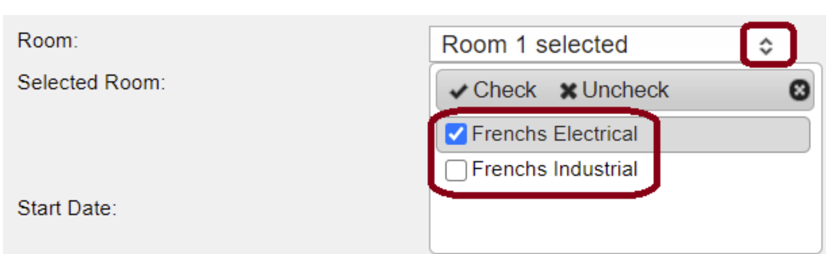
b. Select a Company

- 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

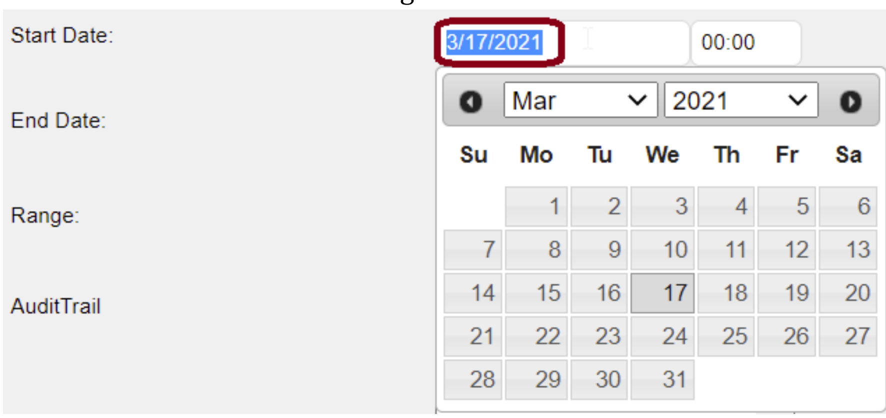
- Select one or more rooms to include in the report.
- Click on the double-arrow and check the room to include.



d. Select a Date Range

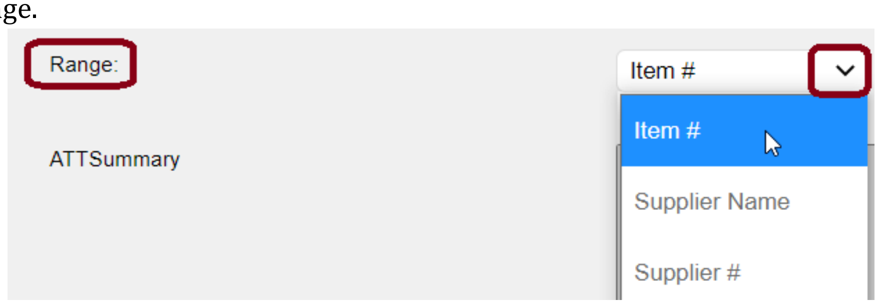
- Select Start and End Dates.

Click on the Date field to select the date range.

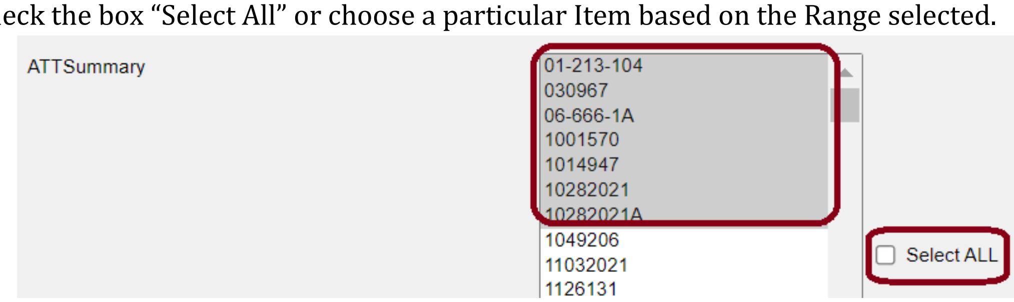


e. Filter by Range

- Filter by Range. The only available filter is the Item #. Click on the drop-down arrow and choose the range.



- Check the box "Select All" or choose a particular Item based on the Range selected.



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 also 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 1 Find | Next

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030967	cup	0	1	0	0	0	0	0	0	0	1	0	0

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

AuditTrail Transaction Summary

12/7/2021 1:19:45 PM

Start Date: 12/1/2019 8:00:00 AM End Date: 12/8/2021 7:59:59 AM

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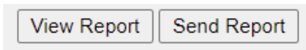
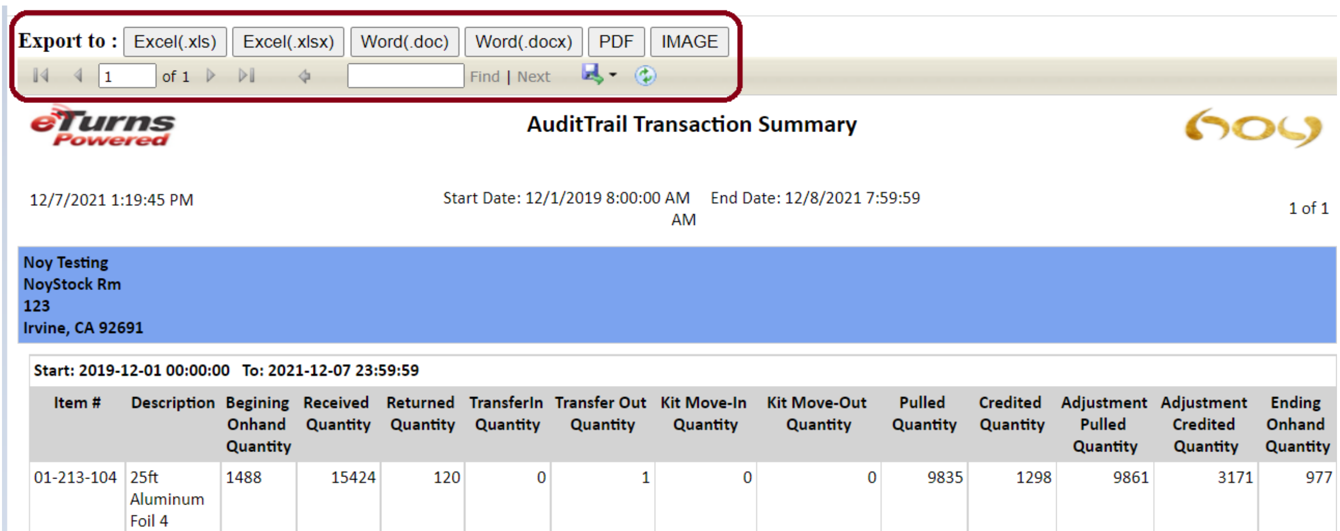
01-213-104	25ft Aluminum Foil 4	1488	15424	120	0	1	0	0	9835	1298	9861	3171	977

Signature

i. View or Send the Report

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





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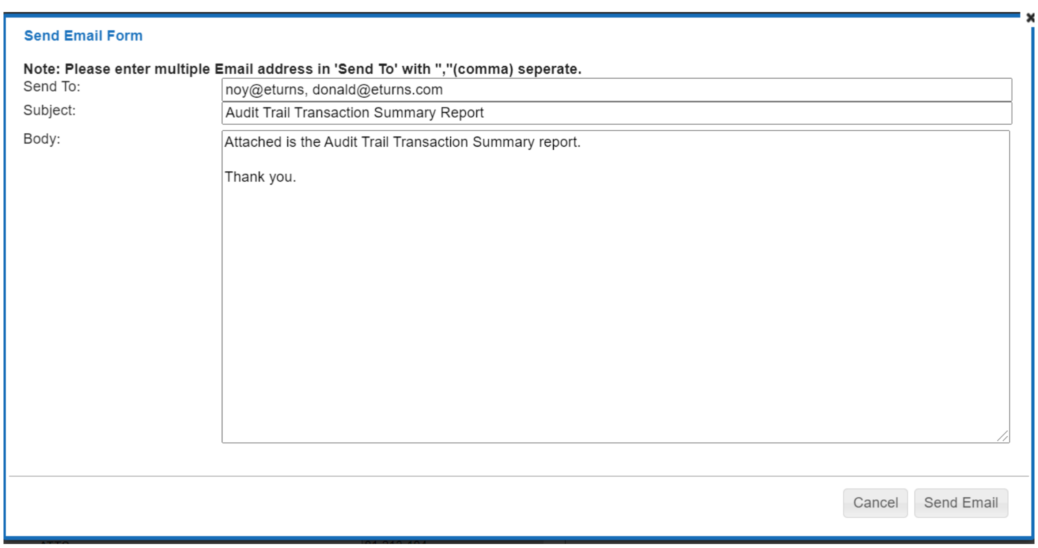
Send Email Form

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

Send To: noy@eturns, donald@eturns.com

Subject: Audit Trail Transaction Summary Report

Body: Attached is the Audit Trail Transaction Summary report.

Thank you.

Cancel   Send Email