



eTurns

# Audit Trail Transaction Report

Help documentation



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The Audit Trail Transaction report only displays transactions that affect or changes the Quantity on Hand of the Items. View the report to determine which transaction type affected the quantity on hand of the item(s) for a selected date range.

- **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.
- **Bin Quantity** – quantity in the bin location because of the transaction type.
- **On Hand Quantity** – the resulting on hand quantity of the item because of the transaction type.



#### Audit Trail Transactions



3/18/2021 5:00:26 PM

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

1 of 13

Noy Testing  
NoyStock Rm  
123  
Irvine, CA 92691

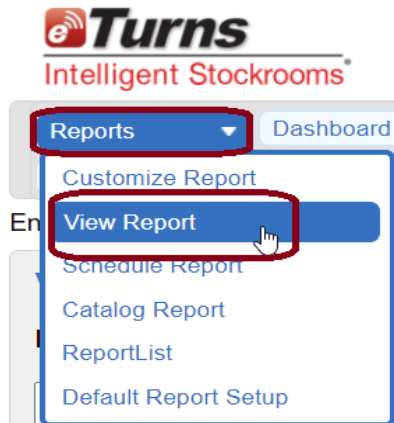
Start: 2021-01-01 00:00:00 To: 2021-03-18 23:59:59

Item #	Transaction Type	Action	Values	Bin	Packslip #	Trans quantity	Bin quantity	On Hand quantity	Supplier	Supplier #	Received on Server	User	Added From	CustomerName
01-213-104	Work Order-Pull	Insert	Action Type: Pull UDF1: Bin UDF2: Justin Case UDF3: Yes Work Order #: 2020-12-21-85 Release #: 1 Action Type: Pull UDF1: Bin UDF2: Justin Case UDF3: Yes	Added Bin from Web		1	148	895	BIO-VWR	01-213-104	1/11/2021 8:14:35 AM	noy production	Web svc	
BRLA000HFC	Receive	Insert	Order #: 2021-01-13-104 Received On: 1/13/2021 Received Cost: 15.00	Warehouse		137	377	1837	WESTBURNE	BRLA000HFC	1/13/2021 11:00:22 AM	Enterprise System User	eTurnsWebAPI.ReceiveOrder	
BRLA000HFC	Receive	Insert	Order #: 2021-01-13-104 Received On: 1/13/2021 Received Cost: 15.00	WHMain		137	1597	1974	WESTBURNE	BRLA000HFC	1/13/2021 11:00:25 AM	Enterprise System User	eTurnsWebAPI.ReceiveOrder	
BRLA80FC	Receive	Insert	Order #: 2021-01-13-104 Received On: 1/13/2021 Received Cost: 15.00	Warehouse		136	468	624	WESTBURNE	BRLA80FC	1/13/2021 11:00:25 AM	Enterprise System User	eTurnsWebAPI.ReceiveOrder	

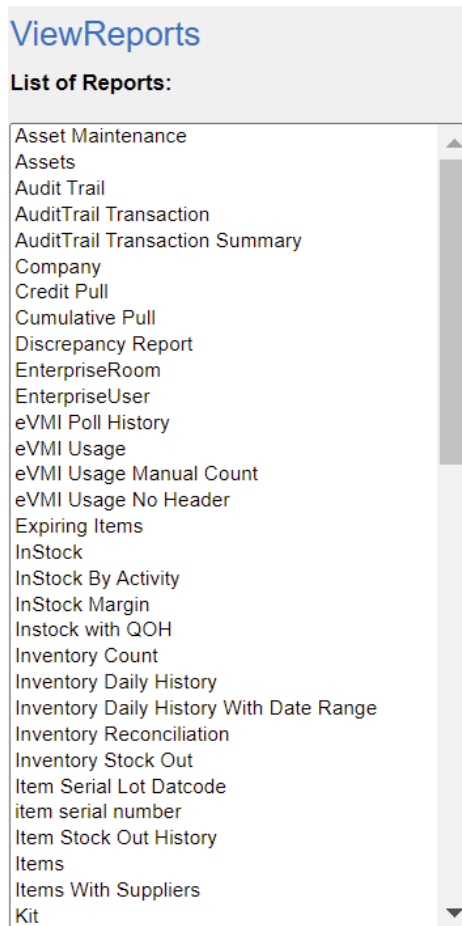


## View Report(s)

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**.



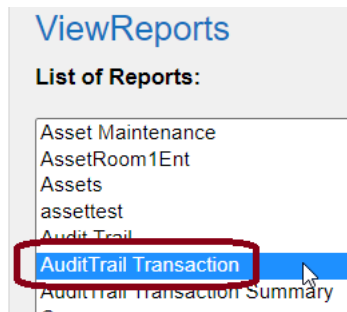
- The View Report list will be displayed.





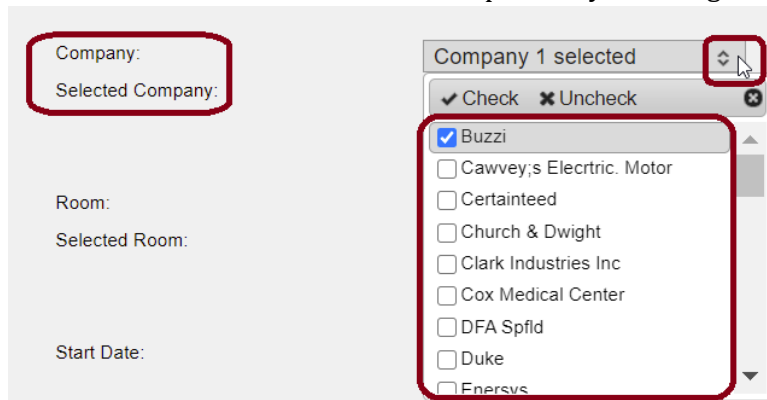
### a. Audit Trail Transaction

Choose Audit Trail Transaction by clicking on it from the List of Reports. The Audit Trail Transaction report only displays transactions that affect or changes the Quantity on Hand of the Items. View the report to determine which transaction type affected the quantity on hand of the item(s) for a selected date range.



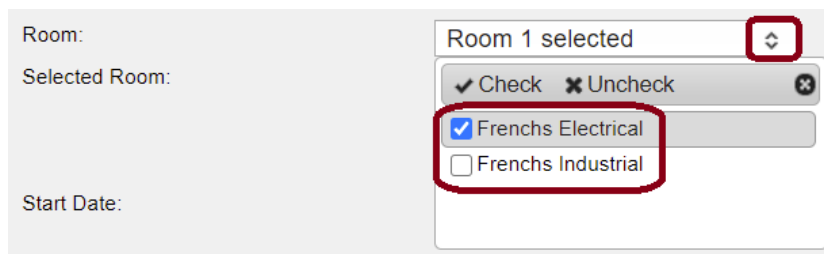
### b. Select a Company

- 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.

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>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>		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																																						
	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																																									
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>
Item-AuditTrail	<div>Item #</div> <div>Supplier</div> <div>Supplier #</div>

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

Item-AuditTrail	<div>01-213-104</div> <div>06-666-1A</div> <div>1001570</div> <div>1014947</div> <div>10282021</div> <div>10282021A</div> <div>1049206</div> <div>1234</div> <div>789</div> <div>855</div> <div>BRLA000HFC</div> <div>KitSerial2</div> <div>qty</div> <div>Qty1</div> <div>serial test</div> <div>Test Serial Tracking</div>	<input checked="" type="checkbox"/> Select ALL
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## 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 :

1 of 1 Find | Next

**AuditTrail Transaction**

10/28/2021 2:47:14 PM From 2021-10-01 00:00:00 To 2021-10-28 23:59:59 1 of 1

Noy Testing  
NoyStock Rm  
123  
Irvine, CA 92691

Start: 2021-10-01 00:00:00 To: 2021-10-28 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	Count Items Applied	Count Pull adjust	Pull Cost: 739.20 Action Type: Adjust Pull UDF1: Romeo UDF2: Justin Case UDF3: Yes Count Name: 10/07/2021-1 Release #: 1 Type: Adjustment Status: Close Count Cust Owned Qty: 1 Item Cust Owned Qty: 29 Count Item Status: Applied Prev Qty: 29	WHMain		28	-21	913	WESTBURNE	01-213-105	10/7/2021 9:38:16 AM	noy production	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



### AuditTrail Transaction



10/28/2021 2:51:52 PM

From 2021-10-01 00:00:00 To 2021-10-28 23:59:59

1 of 1

Noy Testing  
NoyStock Rm  
123  
Irvine, CA 92691

Start: 2021-10-01 00:00:00 To: 2021-10-28 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
1014947	Count Items Applied	Count Pull adjust	///////// Pull Cost: 142.20 Action Type: Adjust Pull UDF1: Romeo UDF2: Justin Case UDF3: Yes Count Name: 10/07/2021-1 Release #: 1 Type: Adjustment Status: Close Count Cust Owned Qty: 1 Item Cust Owned Qty: 1186 Count Item Status: Applied Prev Qty: 1186	C1S3P2		1185	1	284	Henry Schein	1014947	10/7/2021 9:38:21 AM	noy production	web	

\_\_\_\_\_  
(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

1 of 1 Find | Next



### AuditTrail Transaction



10/28/2021 2:47:14 PM

From 2021-10-01 00:00:00 To 2021-10-28 23:59:59

1 of 1

Noy Testing  
NoyStock Rm  
123  
Irvine, CA 92691

Start: 2021-10-01 00:00:00 To: 2021-10-28 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	Count Items Applied	Count Pull adjust	Pull Cost: 739.20 Action Type: Adjust Pull UDF1: Romeo UDF2: Justin Case UDF3: Yes Count Name: 10/07/2021-1 Release #: 1 Type: Adjustment Status: Close Count Cust Owned Qty: 1 Item Cust Owned Qty: 29 Count Item Status: Applied Prev Qty: 29	WHMain		28	-21	913	WESTBURNE	01-213-105	10/7/2021 9:38:16 AM	noy production	web	

#### Send Email Form

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

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

Subject: Audit Trail Transaction Report

Body: Attached is the Audit Trail Transaction report for your consideration.

Thank you.

Cancel

Send Email