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Customer Audit Tab

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Overview

The Customer Audit is a tab located in the Customer Card in SalesPad Desktop. This tab logs any changes that are made to the customer card. In this document, you will learn how to find and read the Customer Audit. Any relevant securities or settings will be addressed at the end of the document.

Customer Audit

To see the Customer Audit, open a Customer Card and navigate to the Audit tab.

Type	Doc#	Doc ...	Prev Doc#	Batch	PO	Total	Req Ship
RETURN	RTN1007	8/24/2016	STDINV...	NEWRTN		30.00	8/24/2016
RETURN	RTN1006	8/24/2016	STDINV...	NEWRTN		30.00	8/24/2016
RETURN	RTN1005	8/24/2016	STDINV...	NEWRTN		30.00	8/24/2016
ORDER	ORDST...	8/11/2016		ORDER		1,483.75	8/11/2016
ORDER	ORDST...	8/11/2016		ORDER		1,483.75	8/11/2016
ORDER	000043.2	8/11/2016	000043	CREDREV		1,433.75	8/11/2016
ORDER	000043.1	8/11/2016	000043	CREDREV		50.00	8/11/2016

Customer Num	Customer Name	Description	User Name	Audit ID	Audit On
000001	WeBee Honey	Primary_Ship_To_Addr_Code was ch...	joseph.mcknight	23	7/15/2016
000001	WeBee Honey	Customer_Credit_Limit was changed ...	joseph.mcknight	22	6/1/2016
000001	WeBee Honey	Max_Writeoff_Type was changed fro...	joseph.mcknight	21	6/1/2016
000001	WeBee Honey	Customer_Credit_Limit was changed ...	joseph.mcknight	20	5/26/2016
000001	WeBee Honey	Customer was created.	joseph.mcknight	1	5/13/2016

The Audit tab will record the date, the user, and the description for any changes made to the customer card. You can use the column headers to organize the entries. For instance, if you wanted to see what changes each User has made to the customer card, you can organize by User Name to make the user by user search easier. You can also right-click to add the auto-filter row to make searching through the logs easier. For example, if you wanted to see any credit limit changes for the customer, you could pull up the auto-filter row and use the wildcard (*) to look for any audit entries with the word credit in them.

Customer Num	Customer Name	Description	User Name	Audit On
000001	WeBee Honey	Customer_Credit_Limit was changed from '2000...	joseph.mcknight	5/26/2016
000001	WeBee Honey	Customer_Credit_Limit was changed from '200.0...	joseph.mcknight	6/1/2016

Security and Application Settings

Customer Audit - Allows users to see the Customer Audit tab