



## Vendor Audit

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### Overview

The Vendor Audit Tab allows end users to track modifications made to the Vendor Card. In this document you will learn which actions are recorded on the Vendor Audit Tab. Before proceeding, please visit the Security Settings sections of this document to ensure that you won't run into difficulties.

### Usage

#### Location

The Vendor Audit Tab can be accessed by opening the Vendor Card and selecting the **Audit** button.

The screenshot shows a Vendor Card interface with several sections:

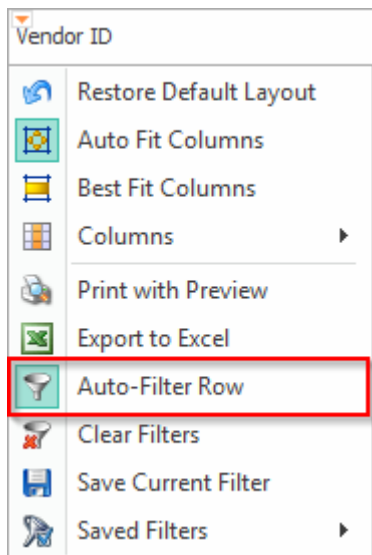
- Primary Address Information:** Janice Berman, 678 Sherwood Park South, Arlington Heights, IL 60004-2922. P1: (618) 555-0102, FX: (618) 555-0102.
- Default Shipping Information:** Shipping Method: LOCAL DELIVERY (dropdown), On Hold checkbox.
- Purchase Orders:** Table with PO Number and PO Type columns. POs listed: PO0997 (DROPSHIP), PO2080 (DROPSHIP), PO2075 (STANDARD), PO2078 (STANDARD), PO2079 (STANDARD).
- Navigation Bar:** User Fields, Purchases Graph, Quick Report, Email Audit, Special Costing, **Audit** (highlighted), Resources, Interactions, Receipt Transaction.

### Audit Tab

The Vendor Audit Tab will show the Vendor ID, Description, User Name, and Audit On columns by default. Audit ID and Vendor Name are available through the column chooser. These lines will record any changes made to the Vendor Properties at the header level, such as Vendor Class, Vendor Status, Payment Terms, or Currency. Changes made to the Note and User Field tabs will also display on the Audit tab.

Audit ID	Description	User Name	Audit On
29	Note was changed from "[Joseph.boehms] 6/25/2016 11:51:32 AM[Joseph.boehms] 6/25/2016 11:51:55 AM Here is wher..."	joseph.boehms	6/25/2016
28	Note was changed from "[Joseph.boehms] 6/25/2016 11:51:32 AM[Joseph.boehms] 6/25/2016 11:51:55 AM Here is wher..."	joseph.boehms	6/25/2016
27	Note was changed from "[Joseph.boehms] 6/25/2016 11:51:32 AM[Joseph.boehms] 6/25/2016 11:51:32 AM ' "	joseph.boehms	6/25/2016
26	Vendor_Status was changed from 'ACTIVE' to 'TEMPORARY'	joseph.boehms	6/25/2016
25	Vendor_Class_ID was changed from 'USA-US-F' to 'USA-US-M'	joseph.boehms	6/25/2016
24	Payment_Terms was changed from 'CASH' to 'DUE 20TH'	joseph.boehms	6/25/2016
23	Vendor_Class_ID was changed from 'USA-US-M' to 'USA-US-F'	joseph.boehms	6/25/2016
22	Shipping_Method was changed from 'DROP SHIP' to 'LOCAL DELIVERY'	joseph.boehms	6/25/2016
21	Payment_Terms was changed from 'NET 30' to 'CASH'	joseph.boehms	6/25/2016

You can use the Audit information to monitor who is changing details on a given vendor, or you can use the Auto-Filter Row to easily filter the information to find a specific day or change. To enable the Auto-Filter Row, click the orange triangle in the top left of the grid, then select Auto-Filter Row.



This will show the Auto-Filter Row at the top of the Audit grid. Entering information into this row will allow the user to filter the grid.

Audit ID	Description	User Name	Audit On
1	VENDOR Note created, Description 'aadsdasasd'.	<a href="#">joseph.mcknight</a>	6/29/2016
2	VENDOR Note deleted, Description 'aadsdasasd'.	<a href="#">joseph.mcknight</a>	7/19/2016
3	VENDOR Note created, Description ''.	<a href="#">joseph.mcknight</a>	7/19/2016
5	VENDOR Note deleted, Description ''.	<a href="#">joseph.mcknight</a>	7/19/2016
6	VENDOR Note created, Description 'TEST TEST TEST'.	<a href="#">joseph.mcknight</a>	7/19/2016

### Security

*Vendor Audit* - Enables the Audit Tab on the Vendor Card