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Vendor Audit

Megan De Freitas - 2024-11-22 - Purchasing

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.

Primary Address Information			Purchase Orders			
Janice Berman 678 Sherwood Park South Arlington Heights, IL 60004-2922	P1: (618) 555-0102 FX: (618) 555-0102		PO Number			РО Туре
			PO0997			DROPSHIP
			PO2080			DROPSHIP
Default Shipping Information			PO2075			STANDARD
			PO2078			STANDARD
Shipping Method:	LOCAL DELIVERY	\mathbf{v}	PO2079			STANDARD
On Hold						
User Fields Purcha	ses Graph Quick Report Em	ail Audit	Special Costing Au	udit 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.

Contact Addresses VRM Note Item History Purchase Orders User Fields Purchases Graph Quick Report Email Audit Special Costing Audit Resources Interactions Receipt Transaction						
Audit ID	Description	User Name	Audit On			
	9 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	ioseph.boehms	6/25/2016			
	18 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			
	17 Note was changed from '[joseph.boehms] 6/25/2016 11:51:32 AM' to '[joseph.boehms] 6/25/2016 11:51:32 AM '	joseph.boehms	6/25/2016			
	16 Vendor_Status was changed from 'ACTIVE' to 'TEMPORARY'	joseph.boehms	6/25/2016			
	Vendor_Class_ID was changed from 'USA-US-I' to 'USA-US-M'	joseph.boehms	6/25/2016			
	4 Payment_Terms was changed from 'CASH' to 'DUE 20TH'	ioseph.boehms	6/25/2016			
	13 Vendor_Class_ID was changed from 'USA-US-M' to 'USA-US-I'	ioseph.boehms	6/25/2016			
	2 Shipping_Method was changed from 'DROP SHIP' to 'LOCAL DELIVERY'	(oseph.boehms	6/25/2016			
	Payment_Terms was changed from 'NET 30' to 'CASH'	joseph.boehms				

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 'aadsdasdasd'.	joseph.mcknight	6/29/2016
2	VENDOR Note deleted, Description 'aadsdasdasd'.	joseph.mcknight	7/19/2016
3	VENDOR Note created, Description ".	joseph.mcknight	7/19/2016
5	VENDOR Note deleted, Description ".	joseph.mcknight	7/19/2016
6	VENDOR Note created, Description 'TEST TEST TEST'.	joseph.mcknight	7/19/2016

Security

Vendor Audit - Enables the Audit Tab on the Vendor Card