

Megan De Freitas - 2024-11-22 - [Purchasing](#)

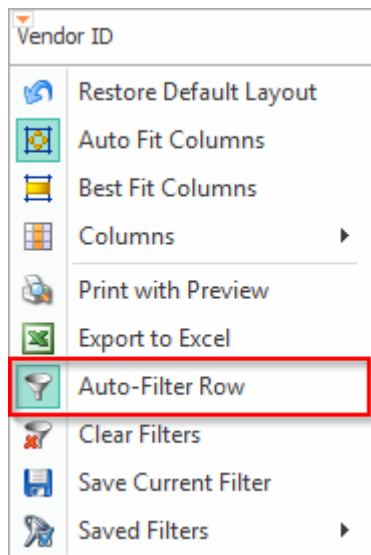
The Vendor Audit Tab allows end users to track modifications made to the Vendor Card. In this document you will learn which actions are recorded on the Vendor Audit Tab. Before proceeding, please visit the Security Settings sections of this document to ensure that you won't run into difficulties.

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

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																			
20	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' to '[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-I' 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-I'	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 '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