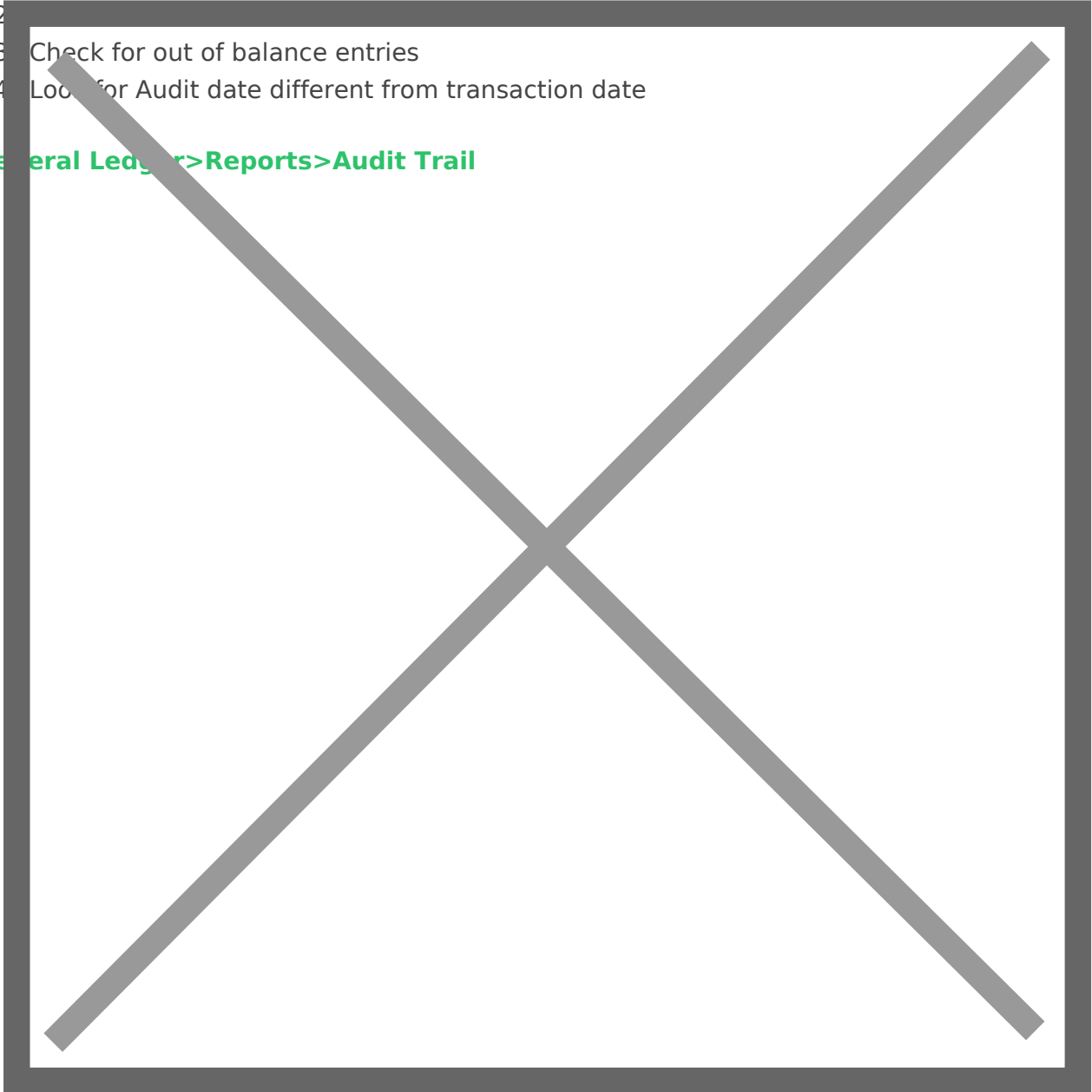


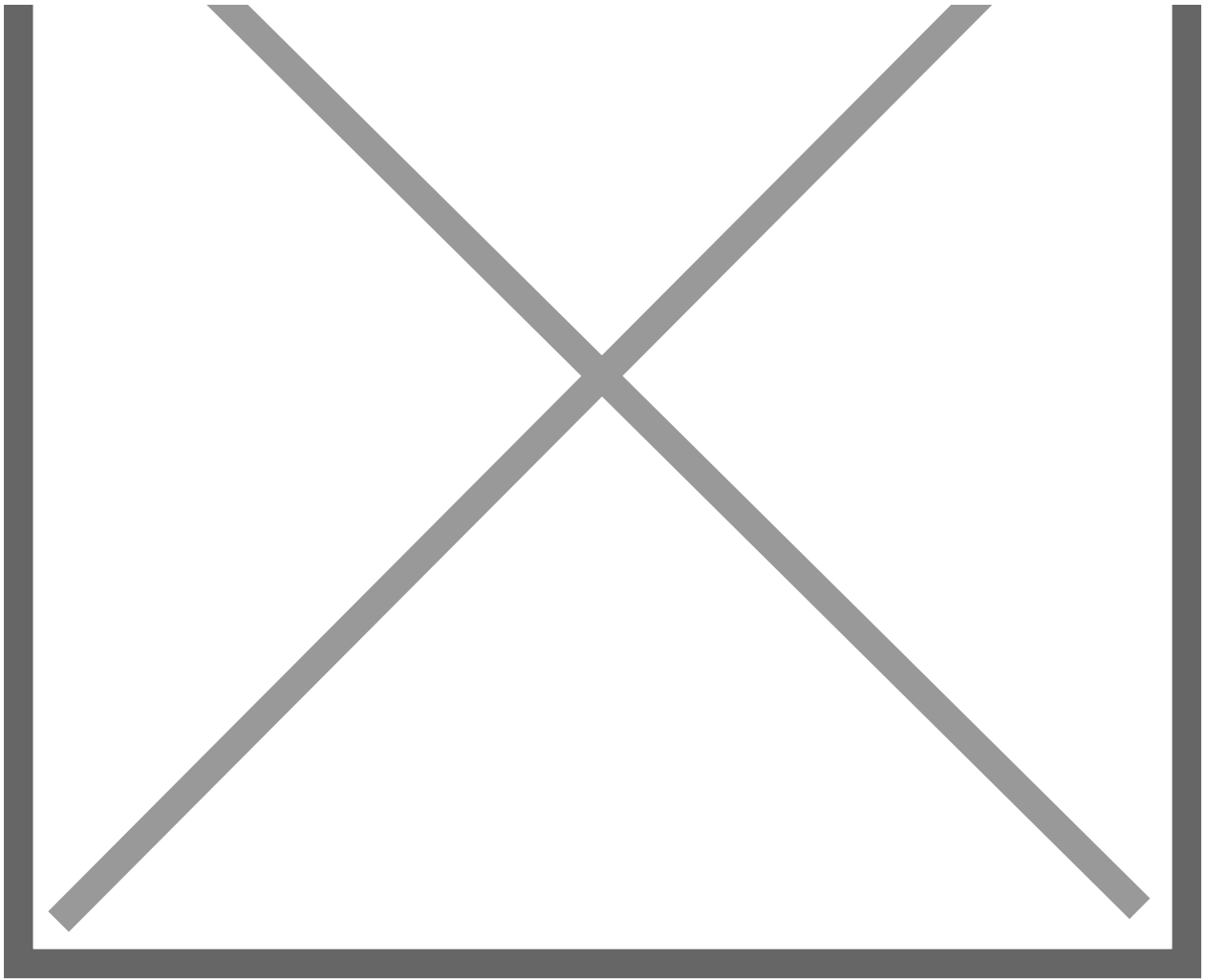
Audit Trail

Run the audit trail to which shows all transactions in the system.

1. Verify transactions
- 2.
3. Check for out of balance entries
4. Look for Audit date different from transaction date

General Ledger>Reports>Audit Trail





[View Source Document](#)

Audit Trail

Search [View Source Document](#)

Audit Trail Expand

Date From:

Document Type: All

Show Errors Only: ☐ Audit Date

Exclude Tax Type: All

#	Doc No	Type	Audit No
1	1000	Invoice	1000....
2	1000	Invoice	1000....
3	1000	Invoice	1000....
4	1000	Invoice	1000....
5	1000	Invoice	1000....
6	1001	Purchase Order	1001....
7	1001	Purchase Order	1001....
8	1002	Delivery Note	1002....
9	1002	Delivery Note	1002....
10	1002	Delivery Note	1002....
11	1002	Delivery Note	1002....
12	1003	Goods Received...	1003....
13	1003	Goods Received...	1003....
14	1003	Goods Received...	1003....
15	1004	Debtors Journal	1004....
16	1004	Debtors Journal	1004....
17	1004	Debtors Journal	1004....
18	1005	Stock Level Adj...	1005....
19	1005	Stock Level Adj...	1005....
20	1005	Stock Level Adj...	1005....
21	1005	Stock Level Adj...	1005....

Invoice

Attachments Memo Create Reminder Check Stock Qtys Functions Import Order History

Invoice Number: **INV808152** **SO10230** Invoice Status: **Posted**

Customer: **OTS001** Description: **Test SO Steps**

Customer Name: **Otsile** Reference: **SO10230**

Sales Rep.: **Company** Order Number: **SO10230**

Invoice Date: **2022-01-31** Currency View: **Document Currency**

Due Date: **2022-01-20** 20 Day Of Month 1 Exchange Rate: **1** **R - Rand South Africa**

Debtor Status: Comment:

Items

#	Line Ref.	Seq. No.	LS	Status	Type	Code	Description	Warehouse	Qty	Unit Sale	Pricing level
1		1			Stock	GLA001	Glass Tube	Master Wareho...	3	323.5	Default

Footer

Promotion Value: 0.0000 Clear Discount

Discount %: **0** Amt: **0.00**

Service Month: **January**

Internal Contact: **Imraan Saljee**

Pricing Analysis

	Total	Selling
Margin %	33.3	
Mark-up %	50.0	
Cost Ex VAT	646.9	
Profit	323.5	
Payments	0.0000	
Sub Total	970.4	
Discount	0.0	
Ex VAT	970.4	
VAT	145.6	
Inc VAT	1,116.0	

Attachments Memo Create Reminder Check Stock Qtys Functions Import

Invoice

Detail Address Extras Link

Invoice Number: **INV808152** **SO10230** Invoice

Customer: **OTS001** Description

Customer Name: **Otsile** Reference

Sales Rep.: **Company** Order

Invoice Date: **2022-01-31** Currer

Due Date: **2022-01-20** 20 Day Of Month 1 Exchange Rate:

Functions

- Create Stock Request
- Change Warehouse
- Update Recurring
- Create RFQ
- Create Purchase Order
- Import Creditors Doc
- Create SO Back Order

Manage Stock Request Storeman

Stock Request - Storeman

Storeman:

Date Required By:

2024-06-30

Exclude Custom Items:

☒

Continue

Cancel

Report Request

Document | Related Transactions | Export | Print | **Report Request**

Report Request : Audit Trail Enquiry

Report Request Setup

Report Description: Audit Trail Enquiry

Report Date: 2024-06-30

Report Category: General Ledger

Report Time: 00:52

Report Owner: Paige Granville

Include PDF: ☐

Landscape: ☐

Share:

Available

Page 1 of 1

#	Employee Name
1	Acck Support
2	Andrew Skene
3	Arlecia van Rooyen
4	Chris Stone
5	Chris1 L
6	First name Last name
7	Gavin F
8	Gerrit van Rooyen
9	Harry Jones
10	Imraan Salijee
11	Malcolm Granville
12	Otsile Loate

Selected

Page 0 of 0

#	Employee Name
---	---------------

Submit

Close

Keyboard quick keys for Invoice Detail

Quick keys help access functions using the keyboard

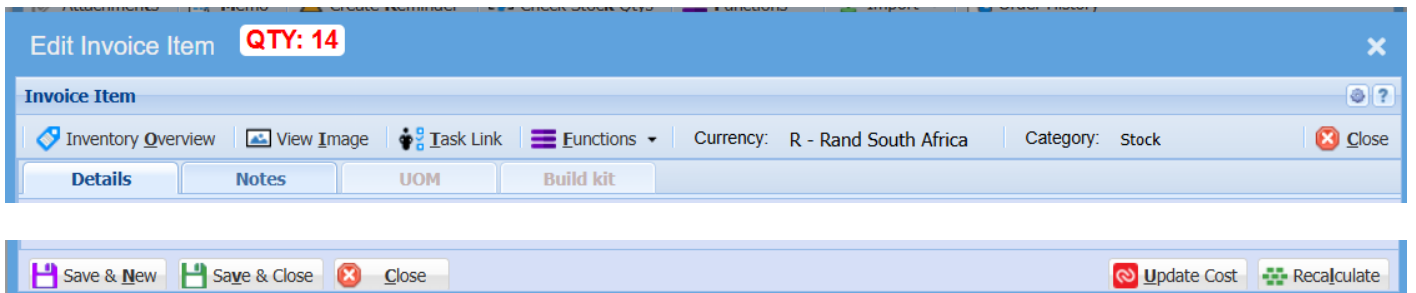
Used with Alt + Letter

Q uick Add	Alt + q	Opens the quick add window to add an invoice line to the invoice
B arcode	Alt + b	Opens the barcode scan window to add an invoice line to the invoice
Attachment button	Alt + 0	Set the focus to the Attachment button
Tab Invoice Detail	Alt + 1	Sets the tab notebook to the Quote Detail tab
	Alt + 2	Pressing Alt + 2 repeatedly will step through the various tabs in the tabnotebook

Keyboard quick keys for Invoice Line Item Detail

Quick keys help access functions using the keyboard

Used with Alt + Letter



I nventory Overview	Alt + t	Opens the Inventory Overview window
V iew Image	Alt + i	Opens the View Image window
T ask Link	Alt + t	Opens the Task Link window
F unctions	Alt + f	Focus on the Function split button
C lose	Alt + c	Closes the quote window
R eminder	Alt + r	Opens the Reminder window
S ave & N ew	Alt + n	Saves the Quote Item Detail window and opens a new Quote Item window
S ave & C lose	Alt + v	Saves the Quote Item Detail window and then closes the window
U ppdate Cost	Alt + u	Updates the cost of the selected item to the latest cost price
R ecalculat	Alt + l	Recalculates the Inventory Item Value
Inventory Overview button	Alt + 0	Sets the focus on the Inventory Overview button

Tab Invoice Item Detail	Alt + 1	Sets the tab notebook to the Invoice Item Detail tab
	Alt + 2	Pressing Alt + 2 repeatedly will step through the various tabs in the tab notebook

Revision #10
Created 18 July 2023 21:43:06 by Paige
Updated 13 December 2024 08:16:13 by Andrew