

INV-10 Review Item-Related Audit Reports

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Review Item-Related Audit Reports in the North Carolina Financial System (**NCFS**).

Introduction and Overview

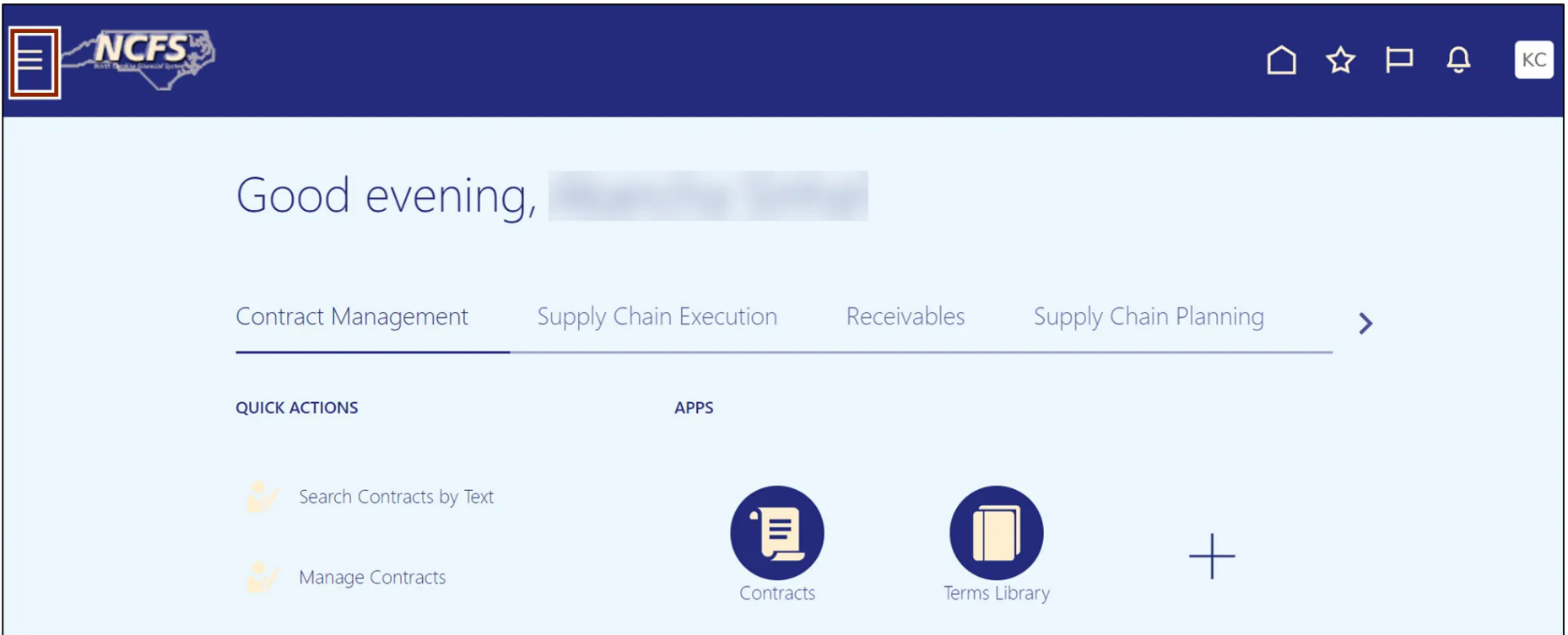
This QRG covers how to Review Item-Related Audit Reports in NCFS.

Review Item-Related Audit Reports

To Review Item-Related Audit Reports in NCFS, please follow the steps below. There are 10 steps to complete this process.

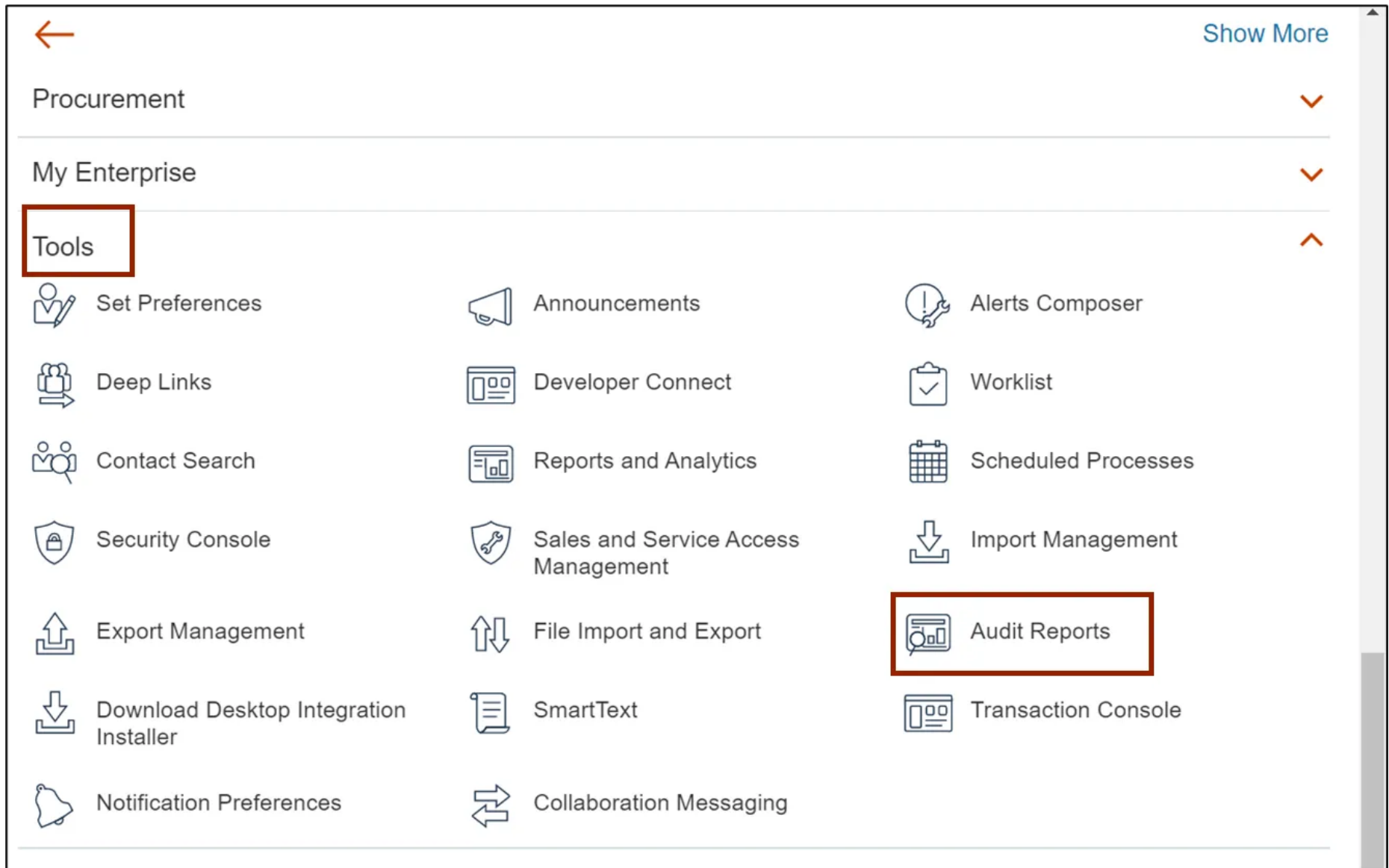
Step 1. On the **Home** page, click on the **Navigator** icon.

Image



Step 2. Click the **Tools** area and click **Audit Reports**.

Image



Step 3. Click drop down icon of **Date** attribute and click date operator options available to retrieve the Audit Report data as per the requirement.

In this example, we choose **Equals** date operator and date as 5/26/23.

Note: Audit Report will display data for the date selected in **Date** attribute. User can select other available date operators such as Before, After, and Between with Date to retrieve the data in the report as per the requirement.

Image

The screenshot shows the 'Audit Reports' search interface. On the left, there are three required fields: '* Date', '** User', and '** Product'. The '* Date' field has a dropdown menu open, showing 'Equals' as the selected option. A red box highlights the 'Equals' option in the dropdown. A tooltip labeled 'Date Operator' points to the dropdown. The date '5/16/23' is entered in the field. The '** User' field has a search icon. The '** Product' field has a dropdown arrow. Below these is the 'Event Type' field with a dropdown menu showing 'Equals'. On the right, there is a 'Business Object Type' dropdown, a 'Description' text field, and an 'Include child objects' checkbox. At the bottom right, there are 'Search', 'Reset', and 'Save...' buttons. In the top right, there is a 'Saved Search' section with a 'Recent Changes' dropdown. A legend indicates that '*' is required and '**' means at least one is required.

Step 4. Select **Product** as **Product Hub**, select **Business Object Type** as **Item**, and select the **Include child objects** checkbox.

Image





KC

Audit Reports

Search

* Date

Equals

5/16/23



** User



** Product

Product Hub



Event Type

Equals



Business Object Type

Item



Description

☒ Include child objects

Saved Search

Recent Changes 

* Required

** At least one is required

Search

Reset

Save...

Step 5. Click the **Search** button.

Image





KC

Audit Reports

Search

* Date

Equals

5/16/23



** User



** Product

Product Hub



Event Type

Equals



Business Object Type

Item



Description

☒ Include child objects

Saved Search

Recent Changes 

* Required

** At least one is required

Search

Reset

Save...

Step 6. Select the **Show Attribute Details** checkbox.

Image

Search Results

Actions ▾

 Detach

☐ Show User-Related Details

☐ Show Attribute Details

☐ Show additional object identifier columns

Business Object Type	Description	Date	User	Event Type
Item	Item:3000880	5/16/23 5:26 AM		Object Data Update

<

Columns Hidden 13

>

Step 7. Click the drop-down arrow and select the **All Attributes** option.

Image

Search Results

Actions ▾

 Detach

☐ Show User-Related Details

☒ Show Attribute Details

▼

☐ Show additional object identifier columns

Business Object Type	Description	Date		Event Type
Item	Item:3000880	5/16/23 5:26 AM	All Attributes Select Attribute	Object Data Update

<

Columns Hidden 13

>

Step 8. Select the **Show additional object identifier columns** checkbox.

Image

Search Results

Actions

Detach

☐ Show User-Related Details

☒ Show Attribute Details

All Attributes

☒ Show additional object identifier columns

Business Object Type	Description	Old Value	New Value	Context Value2	Date	User
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TEST AUDIT	3000-DHHS-NON-INVENTORY	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TEST AUDIT	CHERRY MAIN WHSE	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TEST AUDIT	BROUGHTON MAIN WHSE	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TEST AUDIT	JIRDC MAIN WAREHOUSE	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TEST AUDIT	INVENTORY ITEM MASTER	5/16/23 5:26 AM	

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Step 9. Select the **Show User-Related Details** checkbox.

Image

Search Results

Actions

Detach

Show User-Related Details

Show Attribute Details

All Attributes

Show additional object identifier columns

Business Object Type	Description	Old Value	New Value	Context Value2	Date	User
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TEST AUDIT	3000-DHHS-NON-INVENTORY	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TEST AUDIT	CHERRY MAIN WHSE	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TEST AUDIT	BROUGHTON MAIN WHSE	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TEST AUDIT	JIRDC MAIN WAREHOUSE	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TEST AUDIT	INVENTORY ITEM MASTER	5/16/23 5:26 AM	

Columns Hidden 1

Step 10. Review Item details such as **Old Value**, **New Value**, **Organization** (Context Value2) and **User** information.

Image

Search Results

Actions ▾ Detach

☒ Show User-Related Details ☒ Show Attribute Details All Attributes ▾ ☒ Show additional object identifier columns

Business Object Type	Description	Old Value	New Value	Context Value2	Date	User
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TEST AUDIT	3000-DHHS-NON-INVENTORY	5/16/23 5:26 AM	
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Wrap-Up

Review Item-Related Audit Reports using the steps above in NCFS.

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