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

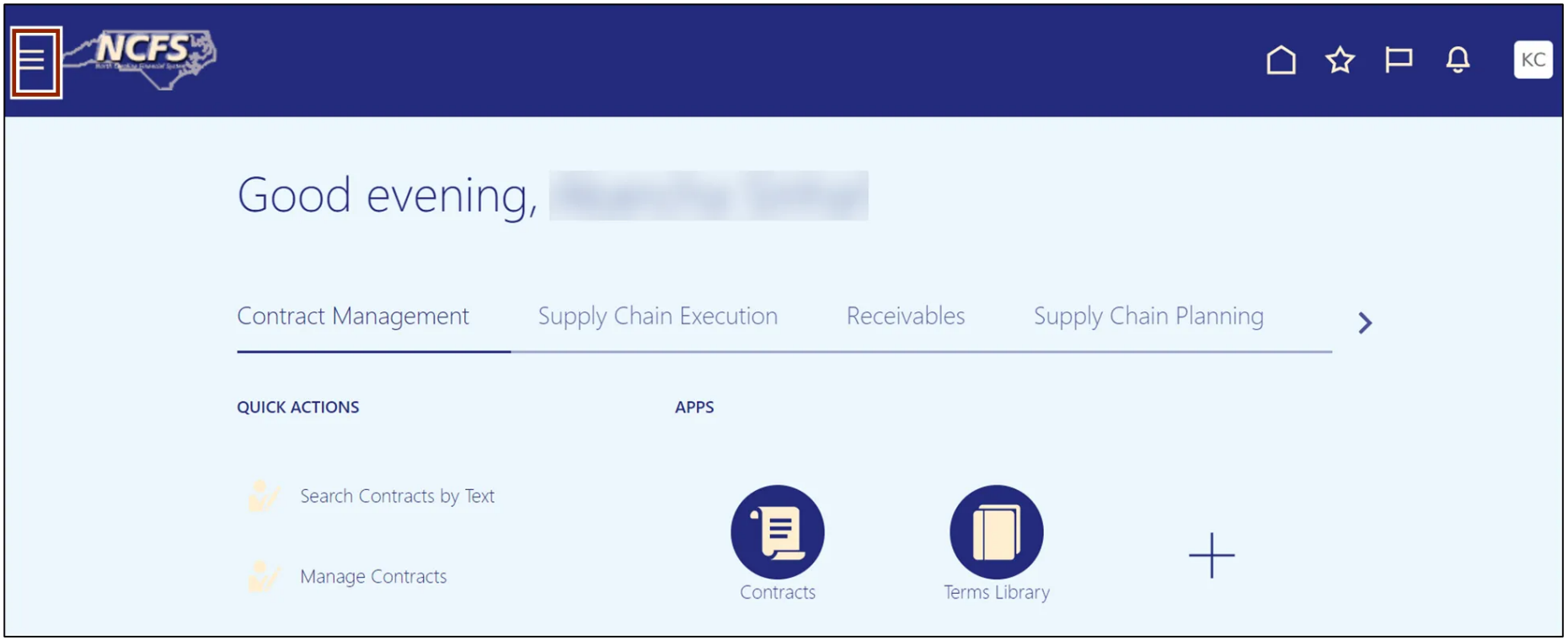
This QRG covers how to Review Item-Related Audit Reports in NCFS.

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.

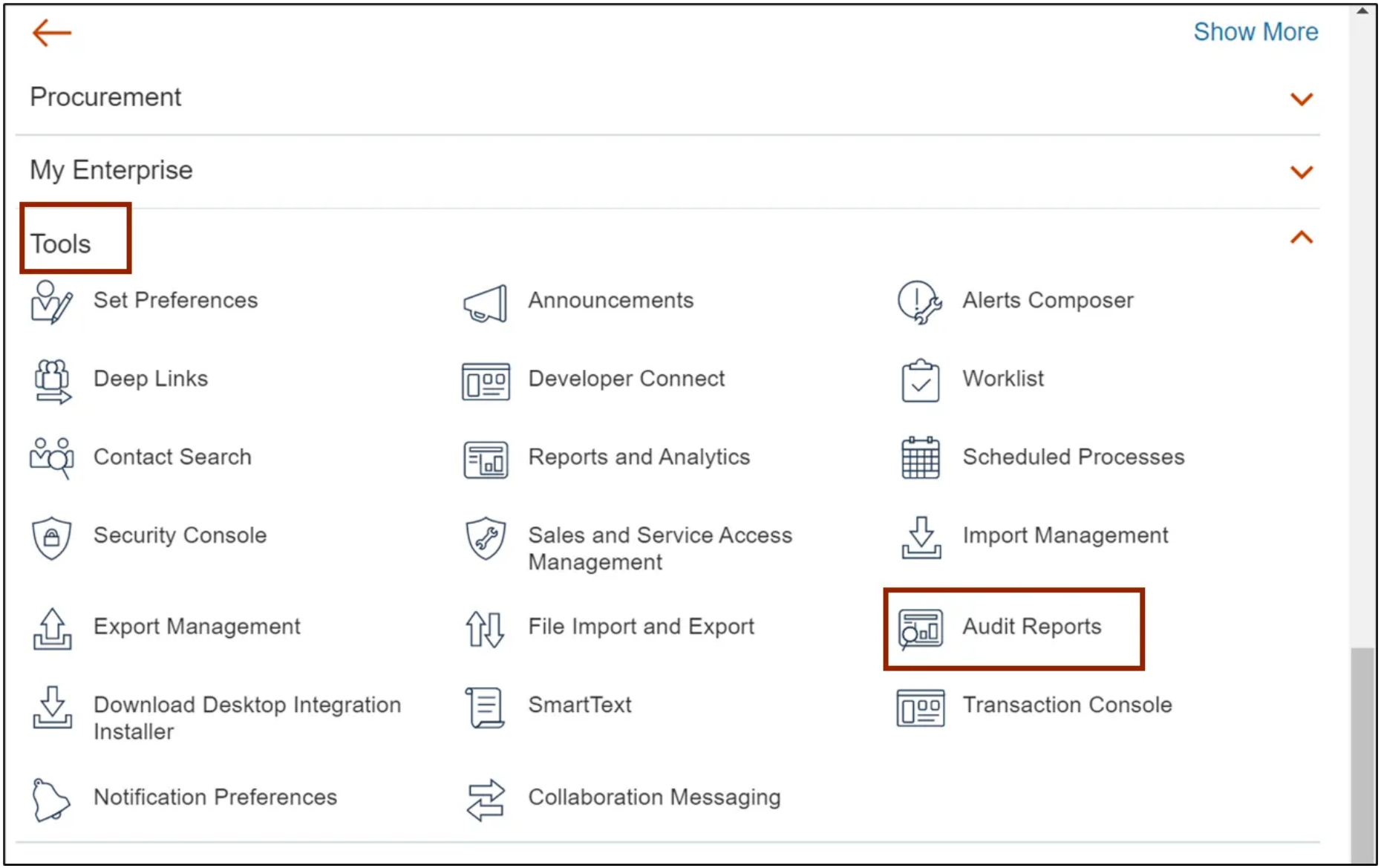
Step 1. On the **Home** page, click on the **Navigator** icon.

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.

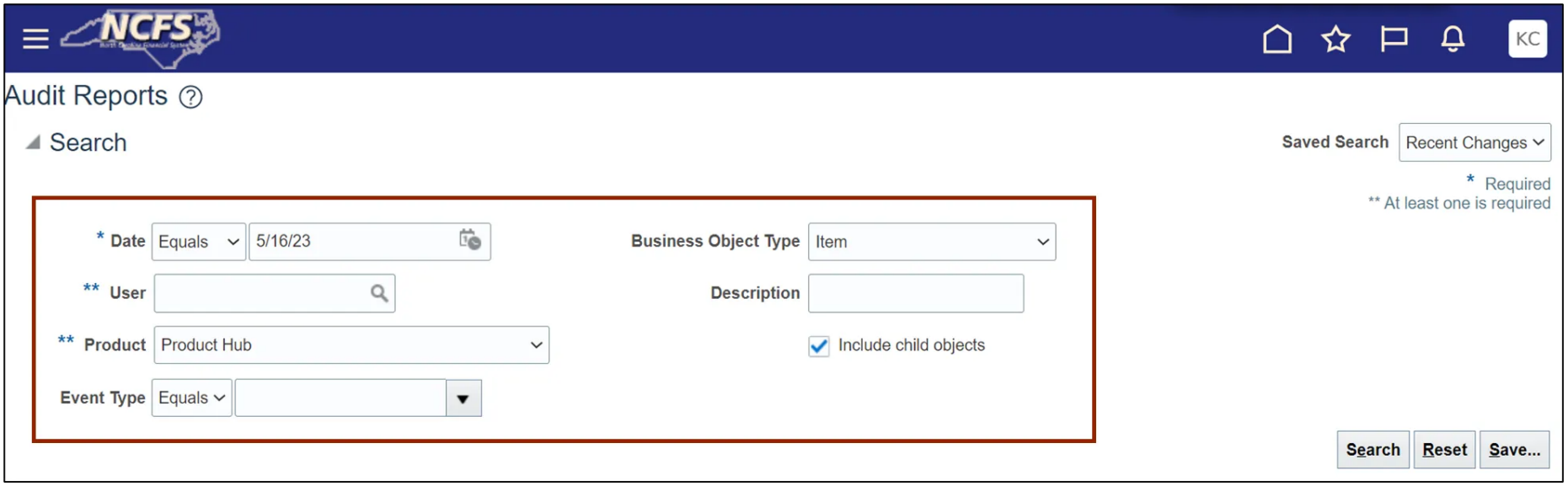
Note: Audit Report will display data for the date selected in **Date** attribute. User can select other available date operators such as Before, After, and Between with Date to retrieve the data in the report as per the requirement.

Image



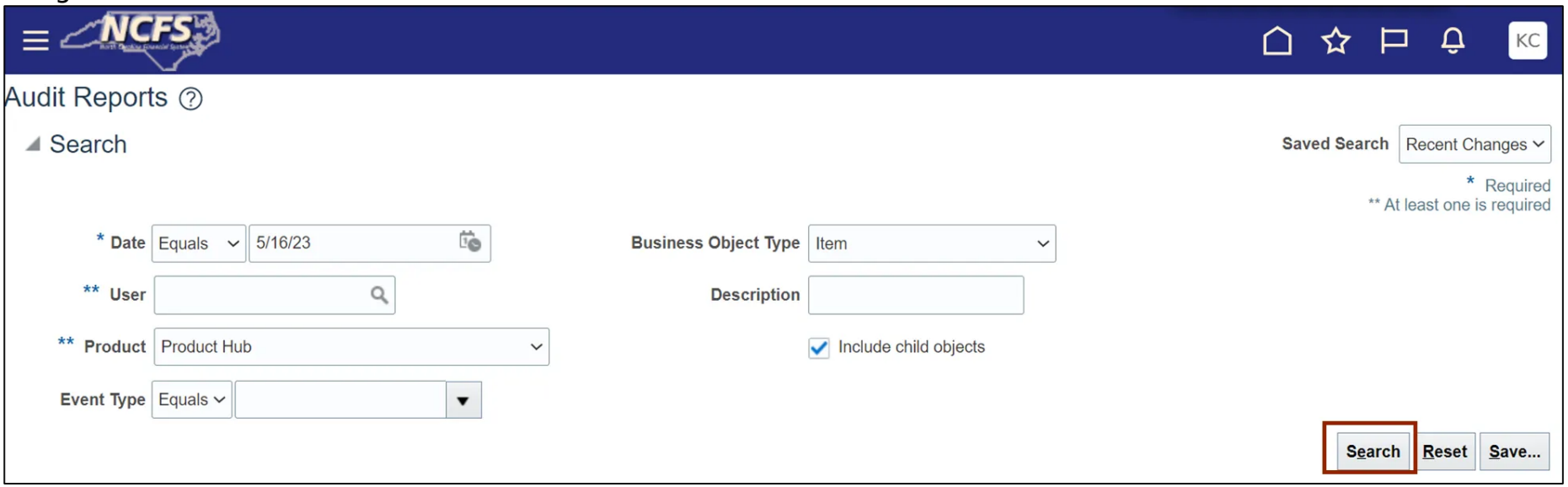
Step 4. Select ***Product*** as **Product Hub**, select ***Business Object Type*** as **Item**, and select the **Include child objects** checkbox.

Image



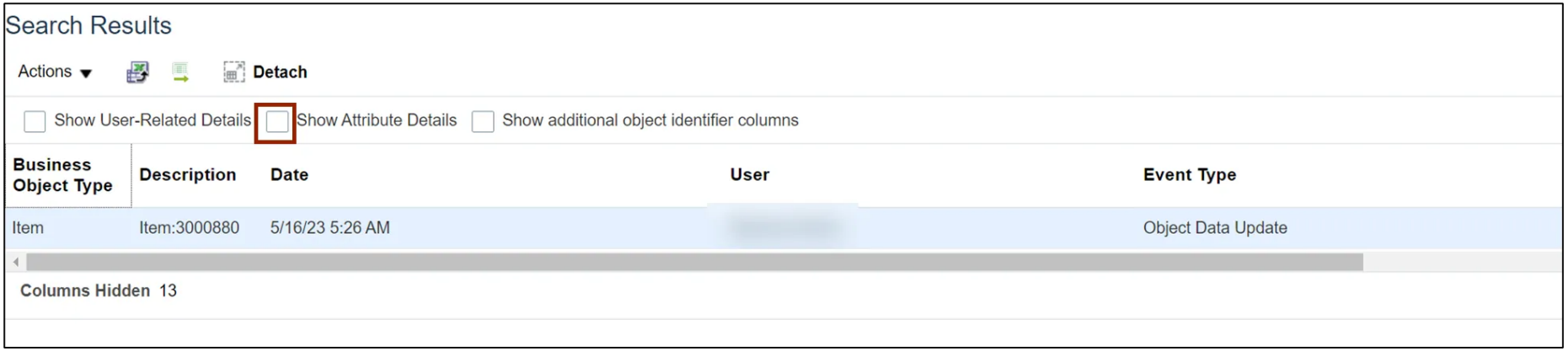
Step 5. Click the **Search** button.

Image



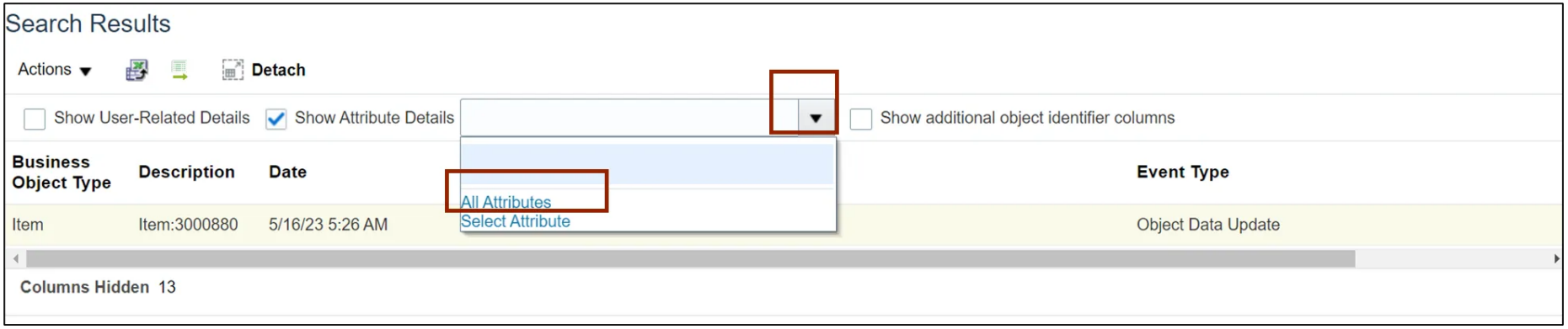
Step 6. Select the **Show Attribute Details** checkbox.

Image



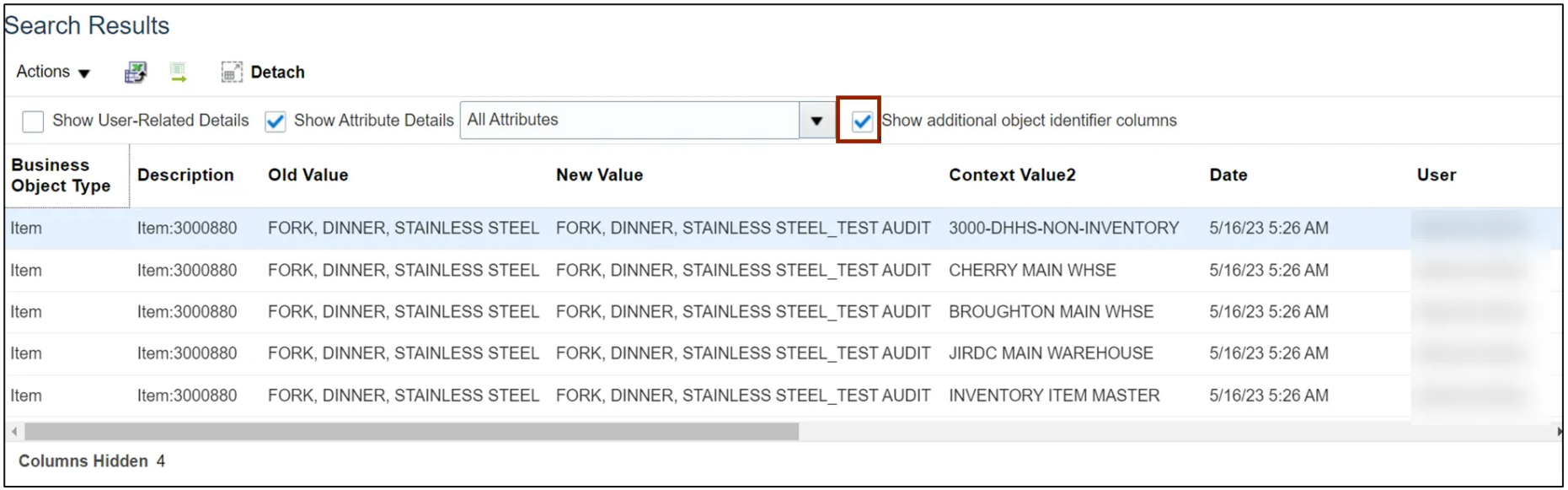
Step 7. Click the drop-down arrow and select the **All Attributes** option.

Image



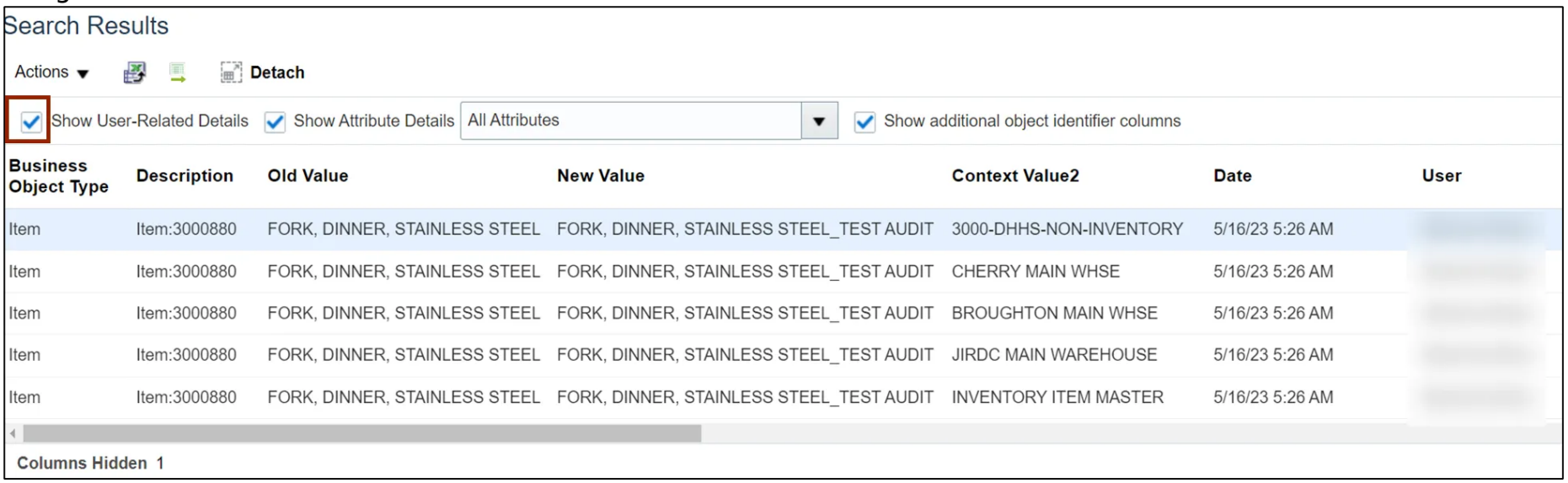
Step 8. Select the **Show additional object identifier columns** checkbox.

Image



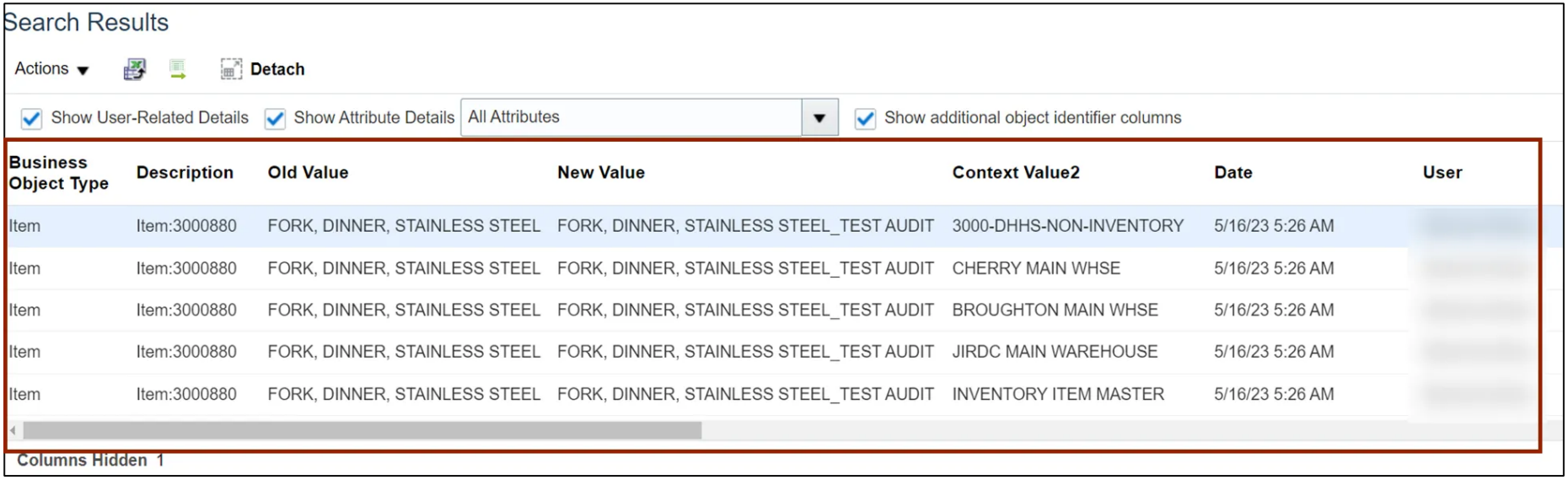
Step 9. Select the **Show User-Related Details** checkbox.

Image



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

Image



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	

Wrap-Up

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

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