



REVIEW ITEM-RELATED AUDIT REPORTS

INV

QUICK REFERENCE GUIDE INV-10

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**).

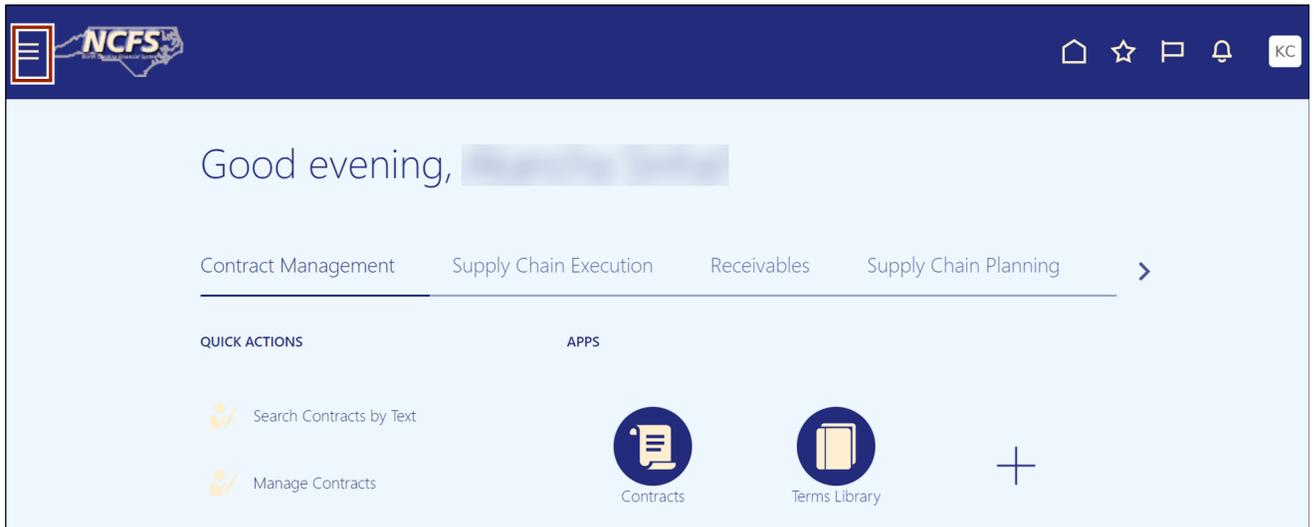
Introduction and Overview

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

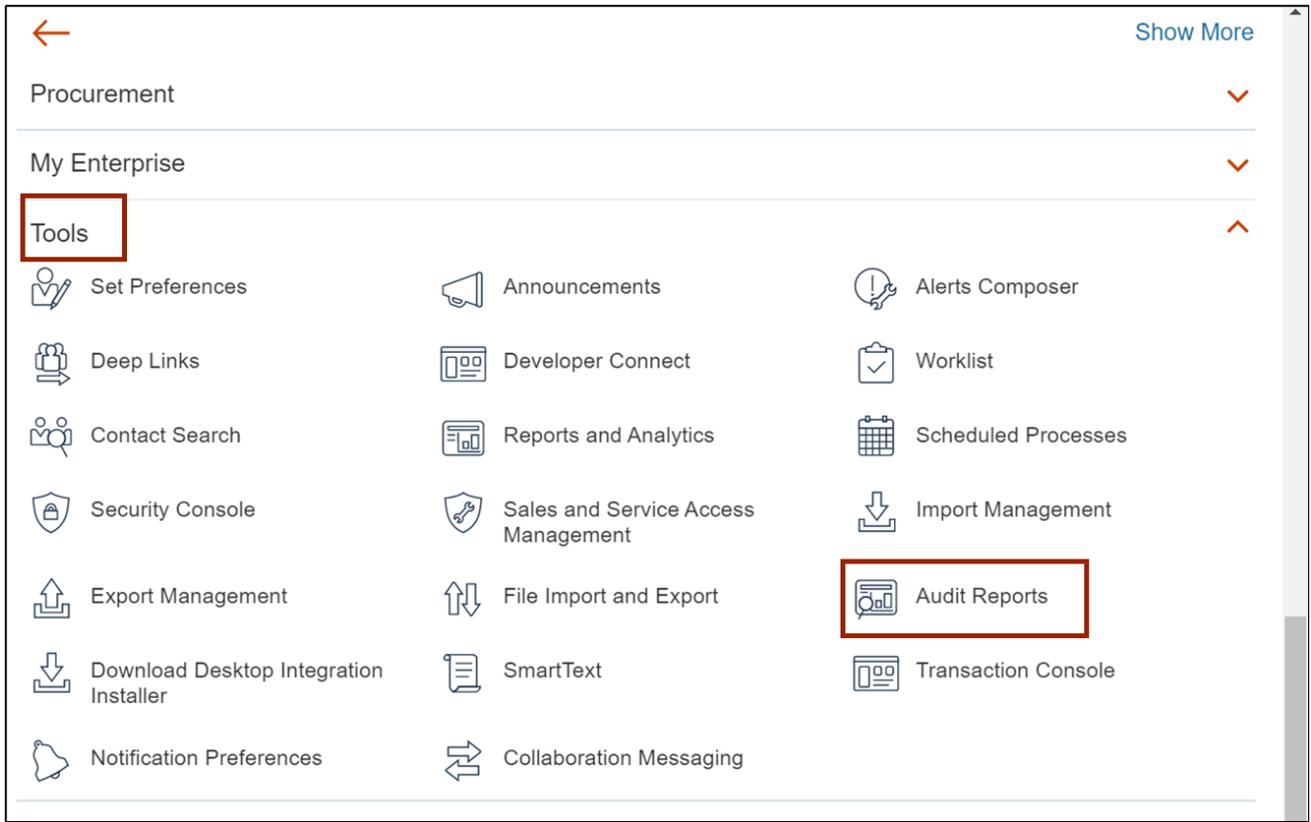
Review Item-Related Audit Reports

To Review Item-Related Audit Reports in NCFS, please follow the steps below:

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



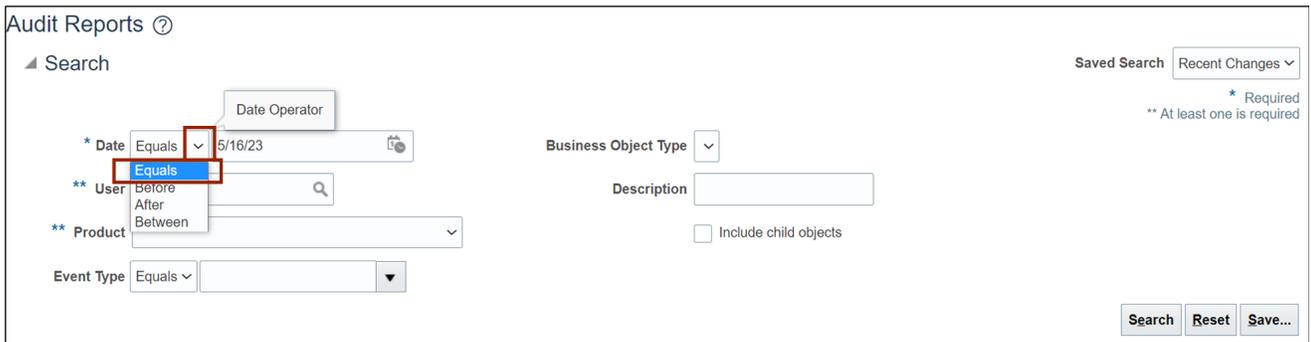
- Click the **Tools** area and click **Audit Reports**.



- 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.



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

Audit Reports

Search

* Date: Equals 5/16/23

** User: [Search]

** Product: Product Hub

Event Type: [Dropdown]

Business Object Type: Item

Description: [Text Box]

Include child objects

Search Reset Save...

- Click the **Search** button.

Audit Reports

Search

* Date: Equals 5/16/23

** User: [Search]

** Product: Product Hub

Event Type: [Dropdown]

Business Object Type: Item

Description: [Text Box]

Include child objects

Search Reset Save...

- Select the **Show Attribute Details** checkbox.

Search Results

Actions [Icons] 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	[Redacted]	Object Data Update

Columns Hidden 13

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

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

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

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 4

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

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

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

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	
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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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Wrap-Up

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

Additional Resources

- N/A