

REVIEW ITEM-RELATED AUDIT REPORTS

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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** [

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QUICK AC	CTIONS	APPS						
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2. Click the **Tools** area and click **Audit Reports.**

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\mathbb{M}	Set Preferences		Announcements		Alerts Composer		
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	Security Console	and a start	Sales and Service Access Management	Ł	Import Management		
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Ţ	Download Desktop Integration Installer		SmartText		Transaction Console		
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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.

Audit Reports ⑦		
⊿ Search		Saved Search Recent Changes ~
Date Operator		* Required ** At least one is required
* Date Equals V 5/16/23	Business Object Type 🗸	
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** Product	Include child objects	
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4. Select *Product* as **Product Hub**, select *Business Object Type* as **Item**, and select the **Include child objects** checkbox.

Audit Reports ⑦	
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* Date Equals ~ 5/16/23 Business Object Type Item ~ ** User Q Description	* Required ** At least one is required
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5. Click the **Search** button.

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Audit Reports ⑦	
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6. Select the Show Attribute Details checkbox.

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Business Object Type	Description	Date	User	Event Type				
Item	Item:3000880	5/16/23 5:26 AM		Object Data Update				
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7. Click the drop-down arrow and select the **All Attributes** option.

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Business Object Type	Description	Date	All Attributes		Event Type	
Item	Item:3000880	5/16/23 5:26 AM	Select Attribute		Object Data Update	
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8. Select the Show additional object identifier columns checkbox.

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Business Object Type	Description	Old Value	New Value	Context Value2	Date	User
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TE	STAUDIT 3000-DHHS-NON-INVENTO	DRY 5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TE	STAUDIT CHERRY MAIN WHSE	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TE	ST AUDIT BROUGHTON MAIN WHSE	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TE	ST AUDIT JIRDC MAIN WAREHOUSE	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL_TE	ST AUDIT INVENTORY ITEM MASTER	R 5/16/23 5:26 AM	
Columns Hidd	len 4					•

9. Select the Show User-Related Details checkbox.

Search Res	sults						
Actions 🔻	🖉 📮 🔛 🛙	Detach					
Show Use	er-Related Details	Show Attribute Details All Attribut	es	 Show a 	dditional 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	L_TEST AUDIT	3000-DHHS-NON-INVENTORY	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL	L_TEST AUDIT	CHERRY MAIN WHSE	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL	L_TEST AUDIT	BROUGHTON MAIN WHSE	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL	L_TEST AUDIT	JIRDC MAIN WAREHOUSE	5/16/23 5:26 AM	
Item	Item:3000880	FORK, DINNER, STAINLESS STEEL	FORK, DINNER, STAINLESS STEEL	L_TEST AUDIT	INVENTORY ITEM MASTER	5/16/23 5:26 AM	
Columns Hide	den 1						

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

Actions Image: Imag	Search Res	sults								
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 FORK, DINNER, STAINLESS STEEL 5/16/23 5:26 AM Item: Item: Item:3000880 FORK, DINNER, STAINLESS STEEL FORK, DINNER, STAINL	Actions 👻	y 🗐 🖬	Detach							
Business DescriptionOld ValueNew ValueContext Value2DateUserItem: 3000800FORK, DINNER, STAINLESS STEELFORK, DINNER, STAINLESS STEEL, TEST AUDI3000-DHHS-NON-INVENTORY5/16/23 5:26 AMItem: 3000800FORK, DINNER, STAINLESS STEELFORK, DINNER, STAINLESS STEEL, TEST AUDICHERRY MAIN WHSE5/16/23 5:26 AMItem: 3000800FORK, DINNER, STAINLESS STEELFORK, DINNER, STAINLESS STEEL, TEST AUDIBROUGHTON MAIN WHSE5/16/23 5:26 AMItem: 3000800FORK, DINNER, STAINLESS STEELFORK, DINNER, STAINLESS STEEL, TEST AUDIBROUGHTON MAIN WHSE5/16/23 5:26 AMItem: 3000800FORK, DINNER, STAINLESS STEELFORK, DINNER, STAINLESS STEEL, TEST AUDIIRDC MAIN WAREHOUSE5/16/23 5:26 AMItem: 3000800FORK, DINNER, STAINLESS STEELFORK, DINNER, STAINLESS STEEL, TEST AUDIIRDC MAIN WAREHOUSE5/16/23 5:26 AMItem: 3000800FORK, DINNER, STAINLESS STEELFORK, DINNER, STAINLESS STEEL, TEST AUDIINVENTORY ITEM MASTER5/16/23 5:26 AM	Show Use	er-Related Details	Show Attribute Details	All Attribute	s	•	Show a	dditional object identifier columns		
Item:3000880 FORK, DINNER, STAINLESS STEEL FORK, D	Business Object Type	Description	Old Value		New Value			Context Value2	Date	User
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	Item	Item:3000880	FORK, DINNER, STAINLE	SS 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