

Supplier Audit Trail

Last Modified on 06/03/2024 5:50 am EDT

Supplier Audit Trail provides a detailed audit trail of all transactions relating to your suppliers. You can search and filter on several items:

- Bank Account
- Supplier Name
- Payment Amount Range
- Payment Date Range

Supplier Audit Trail

Bank Account: 9300 Bank ✕

Supplier: Air New Zealand ✕

Payment Amount: 0.00 to 0.00

Payment Date: 01/11/2022 to 31/12/2022

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DATE	PAYMENT REFERENCE	BANK	SUPPLIER	ENTERED BY	PAID
30/11/2022		Bank	Air New Zealand	Jack Spencer	200.00
30/11/2022		Bank	Air New Zealand	Jack Spencer	2,500.00
30/11/2022		Bank	Air New Zealand	Jack Spencer	5,000.00
30/11/2022		Bank	Air New Zealand	Jack Spencer	5,000.00
30/11/2022		Bank	Air New Zealand	Jack Spencer	1,000.00
30/11/2022		Bank	Air New Zealand	Jack Spencer	10,000.00

DATE	REFERENCE NUMBER	INVOICE TOTAL	AMOUNT PAID
01/07/2022	AB22	5,000.00	5,000.00

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Once you set your filters, you can run a search, and see all transaction activity. Clicking on any given audit trail item will display additional details about the transaction, and you can see the actual invoice being referenced.