

Supplier Audit Trail

Last Modified on 11/29/2022 11:38 pm EST

Supplier Audit Trail provides a detailed audit trail of all transactions relating to your suppliers. You are able to 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

Clear

Search

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

View

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