

# Attendee Audit Trail and Receipts

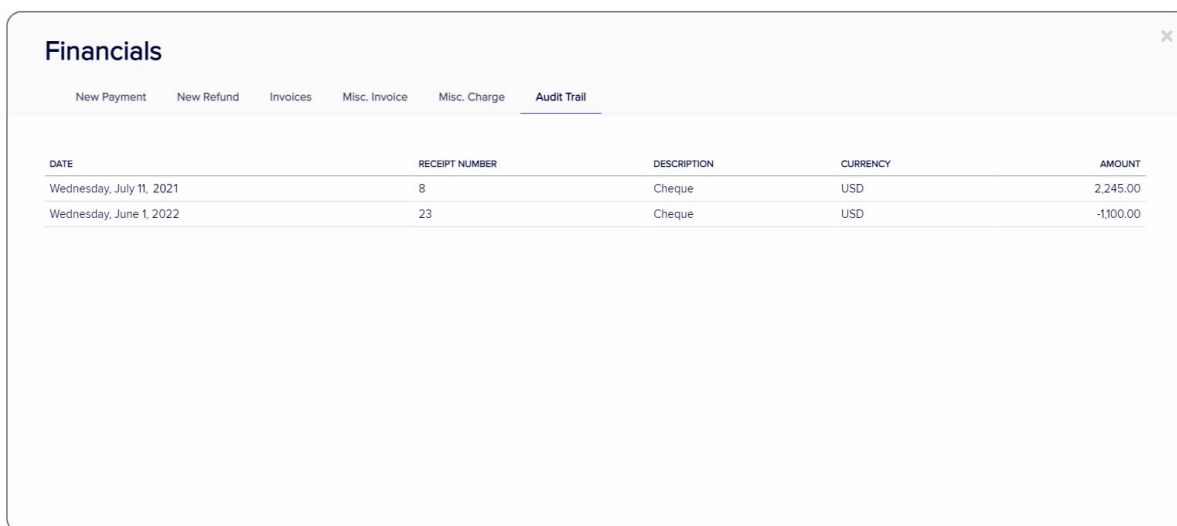
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An Audit Trail is a detailed listing of all attendee payment transactions, including items invoiced for, payments received, cancellations and refunds. This is crucial for post-event auditing, which many organizations will routinely do as a security measure.

EventsAir tracks and creates a detailed Audit Trail for every transaction you enter.

## To see the Audit Trail for a specific attendee:

1. Locate the **Attendee Record** that has payments associated with it.
2. Select the **Financials Quick Action** button.
3. Click on the **Audit Trail Tab**.
4. A detailed account of every transaction showing date and payment details is displayed.



The screenshot shows a window titled "Financials" with a close button (X) in the top right corner. Below the title bar is a navigation menu with tabs: "New Payment", "New Refund", "Invoices", "Misc. Invoice", "Misc. Charge", and "Audit Trail". The "Audit Trail" tab is selected and underlined. Below the menu is a table with the following data:

DATE	RECEIPT NUMBER	DESCRIPTION	CURRENCY	AMOUNT
Wednesday, July 11, 2021	8	Cheque	USD	2,245.00
Wednesday, June 1, 2022	23	Cheque	USD	-1100.00

## To see a receipt:

- You can see transactions listed by date and time in the Audit Trail, and click on each to see details. Receipt numbers are also indicated here.
- The details of the receipt/credit note are shown below the main panel. Canceled items will show in red.
- To see multiple attendees' receipt details (or filter to see just the ones you want), go to the Reporting tab and look under Financial reports for "**Receipt\***". Or, see a listed summary of an attendee's receipt details in the report called **Attendee Payment Details List**.
- You can also attach receipts to a Merge Doc in the same way you attach invoices, by dragging them into the Merge Doc builder.

**Note:** In the Global Reporting section (for all events), you can also review the Global Payments Report (which can also be printed or exported), which shows all Attendee Financial transactions.

