

## Slide 1

Slide notes: From our 'Search and Audit' menu in the Report Warehouse, we have many Audit Trail Options.



Slide 2

Slide notes: Among these are the Generic Data Trail options, which can be performed by Date or by User & Date.

IES Client v8.29 : My IES  
Help Submit Quit Functions Comments

### IES REPORTS AND QUERIES: - User Instructions

**NAME:** TRANSACTION AUDIT TRAIL BY DATE

**1: - CHOOSE VERSION** [Windows](#)  
Report Version: System version: Transaction Audit Trail By Date

**2: - CHOOSE SETTINGS**  
Format: report  
Output: FILE  
File Type: Data Audit File  
Company: OS: Gannay Hoopa Inc  
Report Header: Transaction Audit Trail By Date

**3: - CHOOSE DATA SELECTOR** [Advanced Selection](#)  
Data Selector: Transaction-ALL TRANSACTIONS BY DATE FROM / TO

**4: - TO e-MAIL THE RESULTS** Priority: normal  
 Dispatch By E-Mail  
Mail To: Transaction Audit Trail By Date  
Mail Title: report by mail

**5: - RECORD SELECT**  
 OPEN Records Only  
 CLOSED Records Only  
 EITHER

**7: - CHOOSE NEXT** [Next](#)

Selection Tip	By Choice
1. Process Date From /	01/07/2010
2. Process Date To /	01/07/2010

Slide 3

Slide notes: The 'by Date' option allows selection of a Date Range.

IES Client v8.29 - My IES  
 Help Submit Quit Functions Comments

IES REPORTS AND QUERIES: - User Instructions

NAME: TRANSACTION AUDIT TRAIL BY DATE

1: - CHOOSE VERSION [Windows](#)  
 Report Version: System version: Transaction Audit Trail By Date

2: - CHOOSE SETTINGS  
 Format: report  
 Output: FILE  
 File Type: Data.html file  
 Password: 05: Gansay Hoopa Inc  
 Report Header: Transaction Audit Trail By Date

3: - CHOOSE DATA SELECTOR [Advanced Selection](#)  
 Data Selector: Transaction-ALL TRANSACTIONS BY DATE FROM / TO

4: - TO e-MAIL THE RESULTS. Priority: normal  
 Dispatch By E-Mail  
 Mail To: Transaction Audit Trail By Date  
 Mail Title: report by mail

5: - ADAPT DATA SELECTION @ prompts are present  
 HOW TO ADAPT BY CHOICE

Selection Tip	By Choice
1. Process Date From /	01/07/2010
2. Process Date To /	01/07/2010

6: - Record Select:  
 OPEN Records Only  
 CLOSED Records Only  
 EITHER

7: - CHOOSE NEXT [Next](#)

Slide 4  
 Slide notes:

Infelab - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://127.0.0.1/Infelab/Q1552339946A.HTML

**Gummy Hoops Inc**

mailto@gummyhoops.com www.gummyhoops.com

11:05:46 01 JUL 2010 page 1

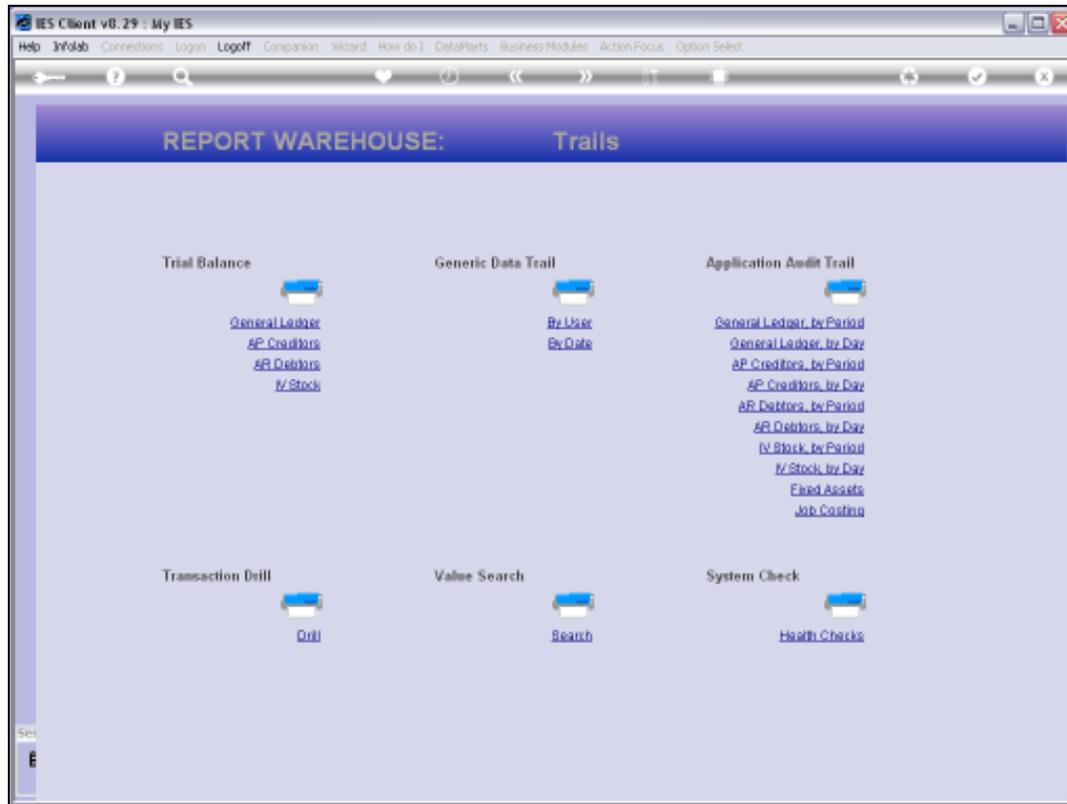
Transaction Audit Trail By Date

Key	Operator	Captured	Actual	Logical Bc	Logical Cr	Document	Description
155232669D	Mico	01/07/2010	1,100,000.00	gl-10101010	gl-10101002	10-067	Post
1552326994A	Mico	01/07/2010	111,023.00	gl-10101010	gl-10101002	10-068	Post
1552326999A	Mico	01/07/2010	25,000.00	gl-710560F1	gl-10101010	10-069	Post
1552327092A	Mico	01/07/2010	5,000.00	gl-710560F1	gl-10101010	10-070	Post
1552327100A	Mico	01/07/2010	123,000.00	gl-710560F2	gl-10101010	10-071	Post
1552327129A	Mico	01/07/2010	26,000.00	gl-710560F2	gl-10101010	10-072	Post
1552327137A	Mico	01/07/2010	29,000.00	gl-710560F1	gl-10101010	10-073	Post
1552327162A	Mico	01/07/2010	6,050.00	gl-710560F1	gl-10101010	10-074	Post
1552327174	Mico	01/07/2010	3,250.00	gl-700560F1	gl-10101010	10-075	Post
1552327185A	Mico	01/07/2010	155.00	gl-700560F1	gl-10101010	10-076	Post

10 record(s) listed

Slide 5

Slide notes: And will report on all Transactions performed for the selected Date Range.



Slide 6

Slide notes: The By User option allows selection of 1 or many Users, plus selection of a Date range.



Slide 7  
Slide notes:



Slide 8  
Slide notes:

IES Client v8.29 - My IES

Help Submit Quit Functions Comments

---

**IES REPORTS AND QUERIES: - User Instructions**

**NAME:** TRANSACTION AUDIT TRAIL BY USER

**1: - CHOOSE VERSION** [Versions](#)  
 Report Version: System version: Transaction Audit Trail by User

**2: - CHOOSE SETTINGS**  
 Format: report  
 Output: FILE  
 File Type: Data.html file  
 Company: 05: Gannay Hoopa Inc  
 Report Header: Transaction Audit Trail by User

**3: - CHOOSE DATA SELECTOR** [Advanced Selection](#)  
 Data Selector: Transaction-user TRANSACTION BY USER CUBE

**4: - TO E-MAIL THE RESULTS** Priority: normal  
 Dispatch By E-Mail  
 Mail To: Transaction Audit Trail by User  
 Mail Title: report by mail

**5: - ADAPT DATA SELECTION** (if prompts are present)  
 HOW TO USE MY CHOICE

Selection Tip	My Choice
1 User =	tt
2 Ledger Debit = ?	II
3 Ledger Credit = ?	II
4 Process Date From ?	01/07/2010
5 Process Date To ?	01/07/2010

Record Select:  OPEN/Records Only  
 CLOSED/Records Only  
 OTHER

**7: - CHOOSE NEXT** [Next](#)

Slide 9  
 Slide notes:



Slide 10  
Slide notes:



Slide 11  
Slide notes:

IES Client v8.29 - My IES

Help Lookup Back Field Restart Line Edit Mini Menu Subst Field Quit Edit

IES REPORTS AND QUERIES: - User Instructions

NAME: TRANSACTION AUDIT TRAIL BY USER

1 - CHOOSE VERSION [Versions](#)  
 Report Version: SYSTEM version: Transaction Audit Trail By User

2 - CHOOSE SETTINGS  
 Format: report  
 Output: FILE  
 File Type: Data.html file  
 Company: 05: Gannay Hoopa Inc  
 Report Header: Transaction Audit Trail By User

3 - CHOOSE DATA SELECTOR [Advanced Selection](#)  
 Data Selector: Transaction-user TRANSACTION BY USER CUBE

4 - TO E-MAIL THE RESULTS. Preset: normal  
 Dispatch By E-Mail  
 Mail To: Transaction Audit Trail by User  
 Mail Title: Report by mail

5 - ADAPT DATA SELECTION (if prompts are present)  
 HOW TO ADAPT MY CHOICE

Selection Tip	By Choice
1 User =	
2 Ledger Debit = ?	
3 Ledger Credit = ?	
4 Process Date From ?	01/07/2010
5 Process Date To ?	01/07/2010

6 - Record Select:  
 OPEN Records Only  
 CLOSED Records Only  
 OTHER

7 - CHOOSE NEXT [Next](#)

Slide 12

Slide notes: Wild Cards will select any Users.



Slide 13  
Slide notes:

IES Client v8.29 - My IES

Help Lookup Back Field Restart Line Edit MiniMenu Subst Field Quit Edit

IES REPORTS AND QUERIES: - User Instructions

NAME: TRANSACTION AUDIT TRAIL BY USER

1: CHOOSE VERSION [Versions](#)  
 Report Version: SYSTEM version: Transaction Audit Trail By User

2: CHOOSE SETTINGS  
 Format: report  
 Output: FILE  
 Print Type: Data Initial File  
 Company: 05: Gannay Hoopa Inc  
 Report Header: Transaction Audit Trail By User

3: CHOOSE DATA SELECTOR [Advanced Selection](#)  
 Data Selector: Transaction-user TRANSACTION BY USER CUBE

4: TO E-MAIL THE RESULTS. Print: normal  
 Dispatch By E-Mail  
 Mail To: Transaction Audit Trail by User  
 Mail Title: report by mail

5: ADAPT DATA SELECTION (if prompts are present)  
 HOW TO USE MY CHOICE

Selection Tip	My Choice
1 User = ?	
2 Ledger Debit = ?	
3 Ledger Credit = ?	
4 Process Date From ?	01/07/2010
5 Process Date To ?	01/07/2010

6: Record Select:  
 OPEN/Records Only  
 CLOSED/Records Only  
 OTHER

7: CHOOSE NEXT [Next](#)

Slide 14

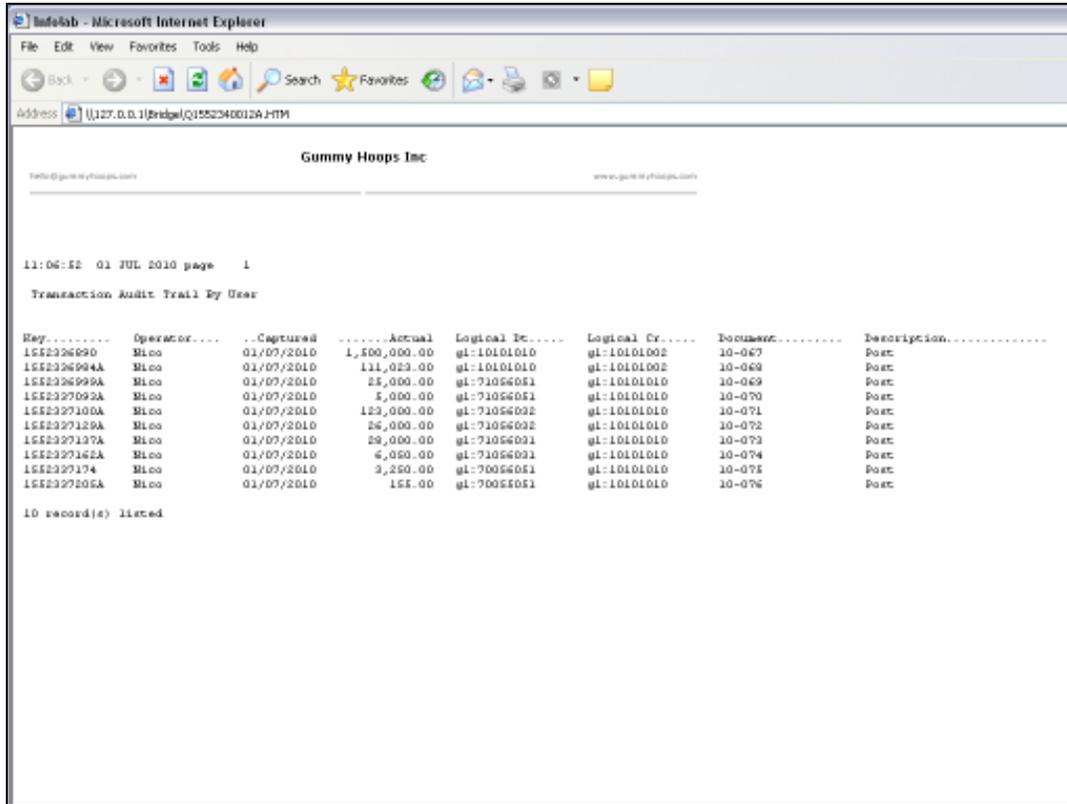
Slide notes:



Slide 15  
Slide notes:



Slide 16  
Slide notes:



Slide 17

Slide notes: And here we have the result.