

7 Reports



Overview The Reports button provides all of the audit and error reports in the system. These document all of the transaction processes with batch file names, dates and times, including transaction counts. Each of the reports when they are printed have the option to purge and clear all the data from the report log. Complete report histories are kept in a paper file or with the use of the Historical Document Tracking feature of EDI-PAC.

The following reports can be selected here:

1. InBound Audit Report
2. OutBound Audit Report
3. Error List

Each of these are described in more detail in this section.

InBound Audit Report

Simply select the report options and they print. Below is an example of the Inbound Audit Report.

InBound Order Audit

Page: 2

10:01:57PM

EDI-PAC report printed on : Aug/28/1999

Date and Batch \

<u>Doc. No.</u>	<u>Cust.No.</u>	<u>Ship.To</u>	<u>Date</u>	<u>Expir</u>	<u>Reference</u>	<u>Lines</u>
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Aug/18/1999

Batch DiaREG47.imp time process 9:30:18

* SEE ERROR Report

8/18/99 12/30/99

0

Number of orders: 0

0

Batch DiaREG47.imp time process 9:32:38

D0201472 1105

6/14/00 6/14/00 55-2677

3

D0201483 1586

6/15/00 6/15/00

2

D0201484 1506

6/21/00 6/21/00 965754

3

Number of orders: 3

8

Batch DiaReg3.imp time process 9:33:49

OutBound Audit

The outbound Audit Report and Error report are to come in a future manual version.