

Audit Trail Document

Profit Margin Calculation

Document ID: AT-PM-2024-001
Prepared by: Jane Doe
Date Prepared: 2024-06-18
Reviewed by: John Smith
Period Covered: Q2 2024

Summary of Profit Margin Calculation

Item	Description	Amount (USD)
Revenue	Total sales for Q2 2024	500,000
Cost of Goods Sold	Total direct costs	350,000
Gross Profit	Revenue - Cost of Goods Sold	150,000
Operating Expenses	Administrative & selling expenses	40,000
Net Profit	Gross Profit - Operating Expenses	110,000
Profit Margin (%)	Net Profit / Revenue x 100	22.0%

Audit Trail Log

Date	User	Action	Comments
2024-06-10	Jane Doe	Document Created	Initial draft prepared with extracted financials from Q2 system report
2024-06-12	Mike Lee	Data Validation	Confirmed revenue and expenses with accounting database
2024-06-15	John Smith	Review & Comment	Requested recalculation of operating expenses allocation
2024-06-16	Jane Doe	Amendment	Updated operating expenses based on reviewer's feedback
2024-06-18	John Smith	Final Approval	All figures verified and approved for release

Important Notes

- All figures used are sourced directly from the main accounting system and reconciled with official reports.
- Any amendments or corrections are logged with user, date, and reason for transparency.
- This document should be securely stored and only accessible to authorized personnel.
- Regular reviews are important to ensure ongoing integrity of audit trail records.
- Do not alter data manually without prior approval and appropriate documentation.