

Audit Trail Summary Report

Tax Documentation Standard

Report Date: 2024-06-23

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Department: Finance & Taxation

System: Corporate Tax Management System

Summary

This report provides an audit trail summary of tax-related transactions and modifications within the reporting period, in accordance with the company's tax documentation standard.

Date & Time	User	Action	Record ID	Description
2024-06-05 14:23	jdoe	Create	TAX-202406-01	Added new VAT invoice for client A.
2024-06-07 09:15	asmith	Modify	TAX-202406-01	Corrected amount field after review.
2024-06-10 11:47	rlee	Approve	TAX-202406-01	Approved document for filing.
2024-06-13 16:20	jdoe	Create	TAX-202406-02	Created withholding tax report Q2.
2024-06-17 10:37	asmith	Delete	TAX-202406-02	Removed duplicate record entry.

Important Notes

- Audit trail records must be maintained and preserved for the legally required retention period.
- Any deletion or modification of tax documents must be properly justified and approved.
- Ensure that only authorized personnel can access or alter tax documentation records.
- Regular audit trail reviews are essential for compliance and risk management.
- This report forms part of statutory tax compliance and should not be shared externally without proper authorization.