

# Audit Trail Report

Report Name:	Inventory Transaction Tracking	Report Date:	2024-06-18
Location:	Main Warehouse	Prepared By:	Jane Doe

## Transaction Audit Trail

#	Date/Time	User	Transaction Type	Item Code	Description	Quantity	Previous Qty	New Qty	Reference	Remarks
1	2024-06-17 09:12	asmith	Issue	INV-10021	Printer Paper A4	-50	200	150	REQ-3004	Issued to Finance Dept.
2	2024-06-17 10:35	jbrown	Receive	INV-10065	USB Drive 16GB	+30	70	100	PO-2187	Purchase Order Received
3	2024-06-17 15:08	asmith	Adjustment	INV-10021	Printer Paper A4	-2	150	148	ADJ-9021	Damaged during storage

### Important Notes:

- This report is intended for tracking all inventory-related activities, ensuring traceability and accountability.
- Each transaction record should include the responsible user, timestamp, and reference details.
- Audit trail reports help prevent and investigate discrepancies or unauthorized adjustments in inventory.
- Any changes or corrections in inventory must be clearly documented and justified in the audit record.
- Access to this report should be controlled to maintain the integrity of audit information.