

UNDERSTANDING GP AUDIT TRAIL CODES

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Overview

GP audit trail codes are automatically assigned to each transaction and appear on all posting journals, allowing the user to track their transactions. However, in order to track your transactions based on audit trail codes, you must first understand how GP composes its audit trail codes. Read below to learn how to decipher GP audit codes.

Payroll Example

First, it is important to note that each pay run creates an audit trail code – so if you do three pay runs in one day, you will have three different codes.

Here is an example Audit Trail Code: UPRCC00000091

Every code can be broken into three parts:

1 2 3
UPR CC 00000091

- 1) The first part simply indicates that the transaction came from Payroll (hence the 'PR' in 'UPR').
- 2) The second indicates the transaction type, of which there are 4 types:
 - a. CC = Computer Check
 - b. MC = Manual Check (Includes adjustments)
 - c. PE = Pay Period End (SUTA, FUTA & Workers Comp posting)
 - d. VC = Void Checks
- 3) The third part is an incrementing number that ensures each code is unique.

All Audit Trail Code Prefixes

The prefixes for each transaction type can be found below but also exist in GP by navigating to Administration→Setup→Posting→Audit Trail Codes.

FINANCIAL AUDIT TRAIL CODE PREFIXES

Reconcile Bank Statement	CMADJ
Bank Deposit Entry	CMDEP
Bank Transaction Entry	CMTRX
Bank Transfer Entry	CMXFR
Budget Transaction Entry	GBTRX
Clearing Entry	GLCLR
Quick Entry	GLQHS
Quick Entry	GLQJE
General Entry	GLTHS
General Entry	GLTRX
General Entry	ICTHS
General Entry	ICTRX
Euro Conversion	MCCNV
Euro Conversion	MCCVH
Currency Revaluation	MCRVH
Currency Revaluation	MCRVL

SALES AUDIT TRAIL CODE PREFIXES:

Invoice Entry	INVCE
Receivables Apply Doc.	RMAPY
Euro Conversion	RMCNV
Transfer Commission	RMCOM
Receivables Cash Receipts	RMCSH
Voided Trx Maintenance	RMMSC
Sales Payment Documents	RMPDC
Currency Revaluation	RMRVL
Receivables Sales Entry	RMSLS
Sales Voided Payment Docs	RMVPD
Sales Deposits	SLSDP
Sales Transaction Entry	SLSTE
Sales Voided Transactions	SLSVT

PURCHASING AUDIT TRAIL CODE PREFIXES:

Edit PO Status	EDTPO
Apply To	PMAPY
Computer Checks	PMCHK
Euro Conversion	PMCNV
Payment Entry	PMPAY
Purchasing Payment Docs.	PMPDC
Currency Revaluation	PMRVL
Payables Trx Entry	PMTRX
Pur. Void. Payment Docs.	PMVPD
Void Historical Trx	PMVPY
Void Open Trx	PMVVR
Purchasing Invoice Entry	POIVC
Purchasing Voided Trx	POPVT
Returns Trx Entry	PORET
Purchasing Prepayments	PPPMT
Voided Purchase Invoice	PVIVC
Receivings Trx Entry	RECVG
Receivings Voided Trx	RECVT

INVENTORY AUDIT TRAIL CODE PREFIXES:

Assembly Entry	BMASM
Depot Adjustment	DPCIA
Depot Transfer	DPPIT
Transaction Entry	IVADJ
Transfer Entry	IVTFR
RMA Adjustment	RMAIA
RMA Transfer	RMAIT
RTV Adjustment	RTVIA
RTV Transfer	RTVIT
SC C-Line Adjustment	SCCIA
SC Inventory Adjustment	SCIIA
SC Inventory Transfer	SCIIT
SC R-Line Adjustment	SCRIA
SC R-Line Transfer	SCRIT

PAYROLL AUDIT TRAIL CODE PREFIXES:

Computer Checks	UPRCC
Manual Checks	UPRMC
Period-End Reports	UPRPE
Void Checks	UPRVC

PROJECT AUDIT TRAIL CODE PREFIXES:

Billing Entry	PABL
Project Closing	PACL
Employee Expense Entry	PAEE
Equipment Log Entry	PAEL
Inventory Transfer Entry	PAIV
Misc. Log Entry	PAML
PA Returns Trx Entry	PARET
Revenue Recognition Entry	PARR
Timesheet Entry	PATS