



When multiple employees have access to the Vendor file, the possibility of changes being made is an undeniable reality.

The Vendor Change Log can help you keep track of all these modifications, additions and deletions.

This course provides detailed instructions related to the use of the Vendor Maintenance Change Viewer. We will examine both the 'By Vendor' view [pause] and the 'By Date' selection.

Options Configuration settings and related Security Bits can be found in the 'Options and Security' document located in the Course Materials section of this Training on Demand class.

Starting in the Inventory Menu of the Eagle Browser, open 'Vendor Maintenance' [pause] or type MVR in the Launch bar.

You can select a Vendor at this point if you wish to see the logged changes for a specific supplier or leave the 'Vendor' field blank and identify a vendor once the viewer is opened.

Click the 'GoTo' button and select 'Vendor Maintenance Changes' under the Viewers heading.

If you had selected a vendor previously, the grid will be populated with the related data.

If no specific Vendor was identified the grid would be blank.

Since we selected a Vendor, our screen contains their specific change information.

If you have multiple locations you can identify a single store's changes [pause] or choose to view changes for 'All Stores'.

The 'Date', 'Time', 'Terminal' and 'User' are columns that can be viewed and denote when, where and who made the changes.

The 'What Changed' field identifies the exact field name that was updated within the vendor record.



The 'Changed From (Old Value)' can be found here along with the 'Changed To (New Value)'.

The 'Source' lists the program used to make the related change.

The Vendor Maintenance Change Log creates a separate line for each change made to a vendor.

For example, if someone changes an address and then makes a correction to that address, both changes will appear in the grid.

You can view the information in the change log in two different ways.

The first is 'By Vendor'.

This mode displays all records where a specific vendor has been added, deleted or changed.

As with any grid in Eagle, you can select the 'Columns to View' by right clicking on any column heading.

Customize and Save your View as you normally would.

See the Online Help document, 'Creating and Saving Views' if you need more information on this process.

The second way to view the Vendor Change Log is 'By Date'.

To do this, simply click the blue hyperlink labeled 'by Date' [pause] or open the 'Miscellaneous' menu [pause] and select option 2, 'View Vendor Changes by Date'.

The 'By Date' mode displays all of the changes for all of your vendors.

You determine the beginning 'Date' and 'Thru' period the system uses as its search parameters.

Press 'Refresh' to populate the grid.



The 'Fields' drop down list allows you to continue defining the output based on the type of change that occurred.

'ALL' displays all changes.

When you select a specific 'Field' such as 'Address 1', [pause] and press 'Refresh', [pause] only changes to the Address field are displayed.

Notice that some of the options in the Fields list are bracketed by asterisks.

These include *Added*, *Deleted* and *Starting Detail*.

When these types of changes are displayed you have the additional ability to drill down into those rows.

Double click the row to see the details captured at the time of the Addition or Deletion.

This can be a very useful tool if you need to see all vendors which have been deleted in the past week, month or year.

Or if you have to manage New Vendor records that were added for a given time frame.

From the 'Vendor Change Detail' screen, you can use the hyperlinks to see the snapshot captured for each of the different tabs located in Vendor Maintenance. [pause]

There is also a 'Print' button on the right side of the window.

You can use this to create a paper copy to allow someone to manually recreate a Vendor record Deleted in error.

The Vendor Maintenance Change Viewer has many useful applications. Your Accounts Payable and Purchasing staff will find it beneficial to easily identify additions, changes and deletions to Vendor Records.



In this class we explored various grid look up settings, [pause] the ability to display changes for a specific Vendor [pause] and the capability for this module to show changes that occur across all Vendors.

By limiting output to a specific date range or a specific field, administrators can easily determine when a change was made [pause] and which User performed the action.

Monitoring this Viewer can help ensure that store procedures are being followed and that data integrity is being maintained.

