

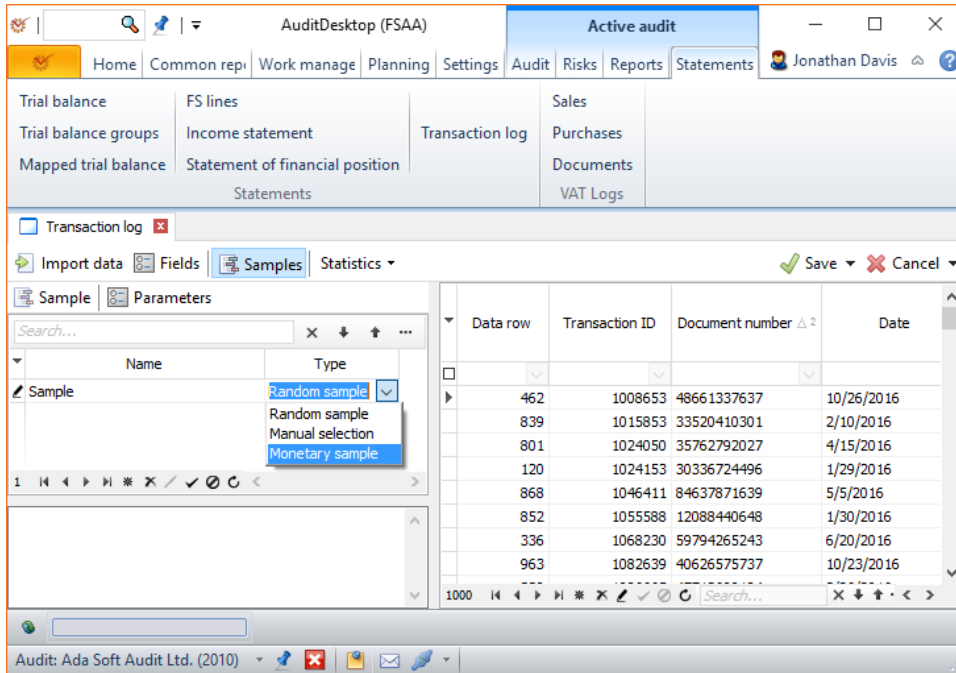


Samples

The **Samples** panel can be accessed in one of the following ways:

- Open the **Statements** tab → Click **Transaction log** → Click the  **Samples** button
- Open the **Statements** tab → Click **Documents/VAT Logs** → Click the  **Samples** button



Note




You can generate and save an unlimited number of samples, using input data from one and the same data population.

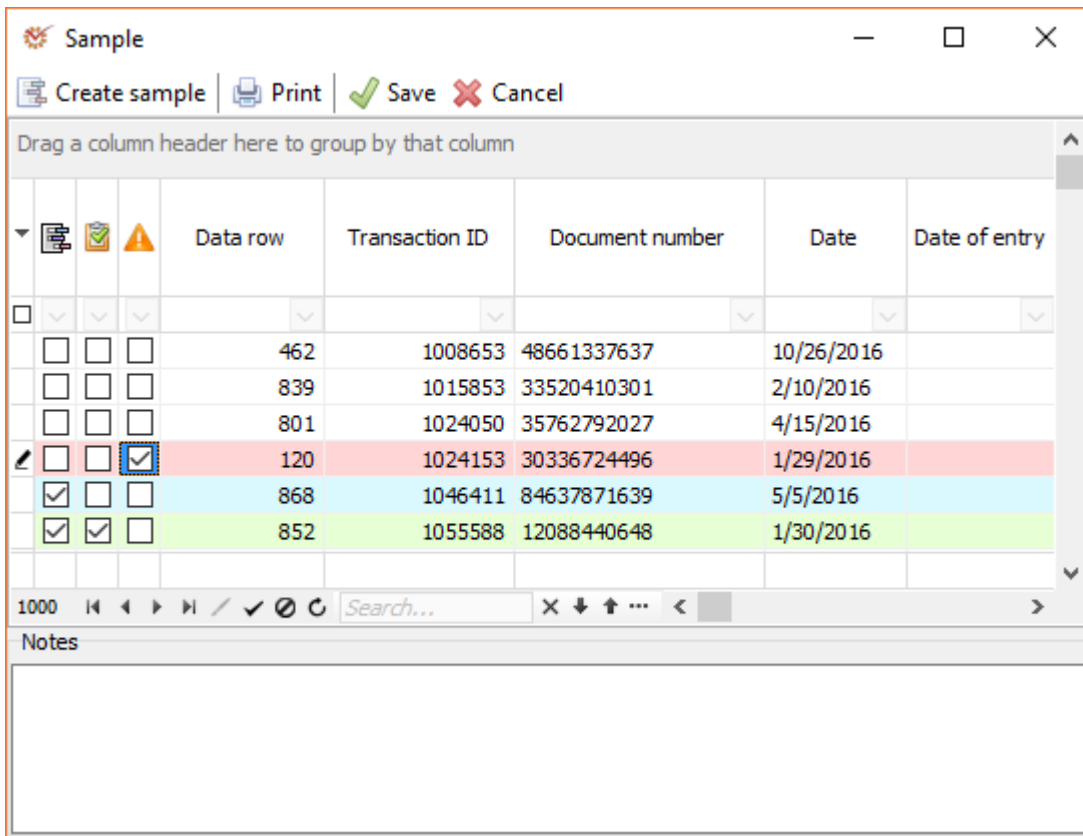
AuditDesktop supports the following types of samples:

- [Random sample](#)
- [Manual selection](#)
- [Monetary sample](#) (equal intervals)

Click the **Edit record** button to enter the sample's name and select the sample type from the drop-down menu. Click  **Sample**.

There are different parameters for different types of samples. Once you select a specific sample type, you can view and enter its parameters.

Click the  **Create sample** button. The program will make a selection of the records which meet the predefined criteria that you have set in the **Parameters** active window.

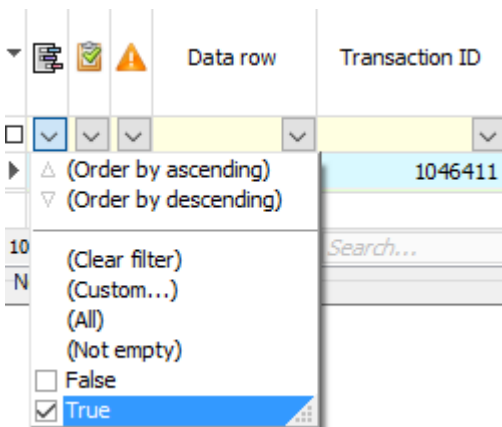


The program will display the following information:

- Records which are part of the sample. Marked in blue.
- Records which are checked. Marked in green.
- Records in which the program has found irregularities. Marked in red.

In the **Notes** field you can add notes to every sample record.

If you want to select all records that are part of the current sample, mark the **True** option in the filter of the first column.



The Print button enables you to print the generated sample data on [templates](#).

Once your sample is ready, click **Save**.