**Rockton Software Auditor Sample Audit Groups**

**Disclaimer:** These Audit Groups are NOT certified by an Accountant nor Auditor but are for sample use only. Please test in a TEST environment prior to importing into a live environment. Customer acknowledges that Rockton Software will have no liability whatsoever for the use of this sample data.

**Uses for sample Audit Groups**

These sample Audit Groups are available so you can import them into your system and do the following with them:

* See how to set up Form, Table, and SQL Table Audits.
* Use them to test how Auditor works.
* Modify them to your company needs.

**Backup current Audit Groups**

1. Log into Dynamics GP as sa.
2. Go to Microsoft Dynamics GP | Tools | Setup | Auditor | Audit Groups. Or, go to Auditor | Audit Groups.
3. Select a Group ID.
4. Click Actions | Export Group to create a copy of the Audit Group.
5. Repeat Steps 3 and 4 for any other Audit Groups you have set up.

**Import sample Audit Groups**

1. Log into Dynamics GP as sa.
2. Go to Microsoft Dynamics GP | Tools | Setup | Auditor | Audit Groups. Or, go to Auditor | Audit Groups.
3. Click Actions | Import Group.
4. Browse to the location the sample Audit Groups are stored, select one of them, and then click Open.
5. Mark Allow Importing Groups with Errors, and then click Import.
   1. If you receive the message, *Import complete, but errors were found. View Report?*, click Yes to view the report.
   2. Review the report. Here are some examples of the issues you might see:
      1. If an Audit Group already exists with the same name, it will not be imported.
      2. If the Form, Table, or SQL Table Audit currently exist in another Audit Group, it will not import in those Audits. Note: You can transfer the Form, Table, and SQL Table Audits (with Use Company Access unmarked for SQL Table Audits) from one group to another while in the Group Maintenance window. If the SQL Table Audit has Use Company Access selected, instead of transferring it, you will need to delete it from the one group and then add it to the other group.
6. Review the information in the Audit Group.
7. Click Save.
8. Repeat Steps 3 and 7 for any other Audit Groups you want to import into Auditor.