

Core-CT 9.1 provides a **View Audit Log** link that allows end users to view a log of events for a voucher. The events it currently tracks are AP Matching and Payment Cancellation – two events that are difficult to identify for when they occur during the Accounts Payable process. The link can be found on the **Invoice Information** and **Summary** pages.

**Navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry

### Invoice Information page

Business Unit:	AESM1	Invoice No:	AU	DIT LOG MATCHING			Action:
Voucher ID:	00015334	Invoice Date:	1	11/09/2012	0	*******	×
Voucher Style:	Regular Voucher	Accounting Date:		11/08/2012	Receipt Date:	11/08/2012/25	Run
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Click the View Audit Log link to view the Audit Log for this voucher,

A new window opens with the Audit Log for the Voucher displayed.

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The Search Results on the Search Audit Logs page displays information about the invoice.

- Business Unit : the agency connected to the Voucher
- Voucher ID: the ID of the voucher
- Event Code & Event Name : a description of the type of action performed on the voucher
- Event Date Time : the day and time of the action
- User ID : the User ID of the person who performed the action
- Process Instance : the number of the process instance associated with the voucher
- Message Text : a description of the change event

### Audit Log Events

The events that are tracked through audit logging are:

- Matching
- Payment Cancellation

## Search Audit Logs

Users with appropriate security can also view audit logs using the **Search Audit Logs** component.

## Navigation

Set Up Financials/Supply Chain > Common Definitions > Audit Logging > Search Audit Logs

Select Accounts Payable in the Application Name drop down list on the Search Audit Logs page.

Click the **Search** button.

Select either AP PYMNT Payment or VOUCHER Voucher from the **Search Results**.

nuer any informat	ion you have ar	nd click Searc	ch. Leave fields bl	ank for a list of all val	ies.	
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The Search Audit Logs page displays.

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Event Date	is equal to	~	E		
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Process Instance	is equal to	~			
	Include Archive	s			

## Voucher Example

Enter the **Business Unit** and **Voucher ID**.

Click the **Search** button.

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The audit log for the selected invoice displays in the **Search Results**.

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# **Payment Example**

Enter values in the following fields: **Bank SetID**, **Bank Code**, **Bank Account**, and **Payment Number**.

Click the **Search** button.

The **Search Results** display information about the payment including how and when the payment was cancelled.

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anik SettD	Bank Code	Bank Account	Payment Number	Event Code	Event Name	Event Date Time	User 10	Process	Message Text
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