

Searching Audit Logs

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Searching Audit Logs



Core-CT 9.1 creates an audit log for two Accounts Payable events: Voucher Matching and Payment Cancellation. Users can view audit logs using either the **Search Audit Logs** component or the **Audit Logs** link that appears on the Accounts Payable pages.

The **Search Audit Logs** component allows users to view audit logs for multiple vouchers or payments, or for a single voucher or payment.

Users can also view Audit Logs for a single voucher from the **Regular Entry** component using the **Audit Logs** link on the **Summary** page or the **View Audit Logs** link on the **Invoice Information** page.

Procedure

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

Step	Action
1.	Users can also view Audit Logs for a single voucher from the Regular Entry component using the Audit Logs link on the Summary page or the View Audit Logs link on the Invoice Information page.

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Search Audit Logs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria



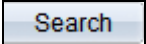
Application Name: = [dropdown]

Document Code: begins with [dropdown]

Document Name: begins with [dropdown]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
2.	Use the Search Audit Logs Find an Existing Value page select the application and document type. Click the Application Name list. 
3.	Click the Accounts Payable list item. 
4.	Click the Search button. 

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Search Audit Logs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Application Name: = Accounts Payable
 Document Code: begins with
 Document Name: begins with
 Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

Application Name	Document Code	Document Name
Payables	AP_PYMNT	Payment
Payables	CNTL_GRP	Control Group
Payables	VOUCHER	Voucher

Step	Action
5.	<p>Audit logging in Accounts Payable is available for Payment Cancellation and Voucher Matching.</p> <p>Click the VOUCHER link.</p> <p>VOUCHER</p>

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Search Audit Logs

Application Name: Accounts Payable Document Name: Voucher

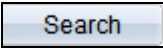
Search Criteria

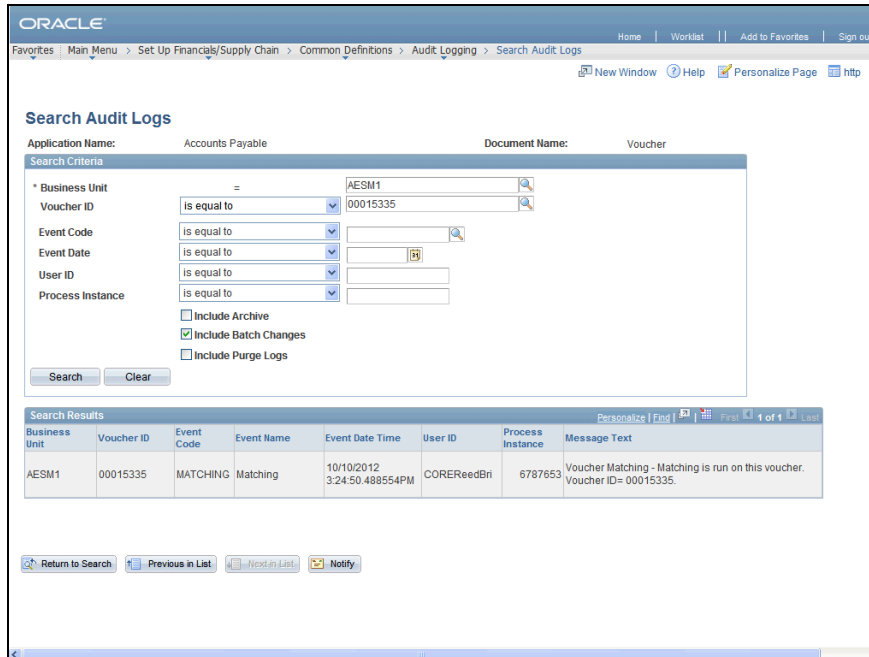
* Business Unit =
 Voucher ID is equal to
 Event Code is equal to
 Event Date is equal to
 User ID is equal to
 Process Instance is equal to

Include Archive
 Include Batch Changes
 Include Purge Logs

Search Clear

Return to Search Previous in List Next in List Notify

Step	Action
6.	The Business Unit may default based on User ID. Enter AESM1 into the Business Unit field.
7.	Enter 00015335 into the Voucher ID field.
8.	Click the Search button. 



Search Audit Logs

Application Name: Accounts Payable Document Name: Voucher

Search Criteria

* Business Unit = AESM1

Voucher ID is equal to 00015335

Event Code is equal to

Event Date is equal to


User ID is equal to

Process Instance is equal to

Include Archive
 Include Batch Changes
 Include Purge Logs

Search Results

Business Unit	Voucher ID	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
AESM1	00015335	MATCHING	Matching	10/10/2012 3:24:50.488554PM	COREReedBri	6787653	Voucher Matching - Matching is run on this voucher. Voucher ID= 00015335.

Step	Action
9.	The Search Results Grid displays information about the selected voucher, including the event, the date and time the event occurred, the User ID that ran the matching process, and the process instance number for the Matching Process.
10.	Click the Search Audit Logs link on the Bread Crumb menu to start a new search. 

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Search Audit Logs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria


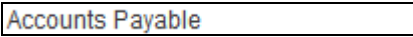
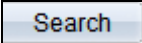
Application Name: = [dropdown] [dropdown]

Document Code: begins with [text box]

Document Name: begins with [text box]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
11.	Click the Application Name list. 
12.	Click the Accounts Payable list item. 
13.	Click the Search button. 

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Search Audit Logs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Application Name: = Accounts Payable

Document Code: begins with

Document Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

Application Name	Document Code	Document Name
Payables	AP_PYMNT	Payment
Payables	CONTL_GRP	Control Group
Payables	VOUCHER	Voucher

Step	Action
14.	Click the AP_PYMNT link. AP_PYMNT

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Search Audit Logs

Application Name: Accounts Payable Document Name: Payment

Search Criteria

* Bank SetID =

* Bank Code =

* Bank Account =

Payment Number is equal to

Event Code is equal to

Event Date is equal to

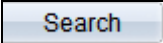
User ID is equal to

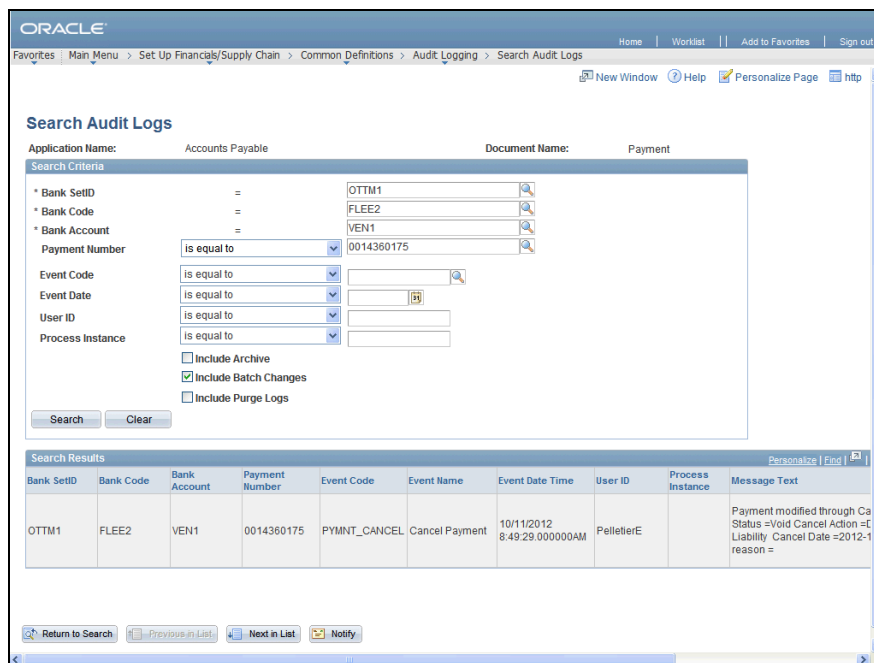
Process Instance is equal to

Include Archive
 Include Batch Changes
 Include Purge Logs

Search Clear

Return to Search Previous in List Next in List Notify

Step	Action
15.	Bank SetID, Bank Code, Bank Account are required fields for payments. Enter OTTM1 into the Bank SetID field.
16.	Enter FLEE2 into the Bank Code field.
17.	Enter VEN1 into the Bank Account field.
18.	Enter 0014360175 into the Payment Number field.
19.	Click the Search button. 



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Search Audit Logs

Application Name: Accounts Payable Document Name: Payment

Search Criteria

- * Bank SetID = OTTM1
- * Bank Code = FLEE2
- * Bank Account = VEN1
- Payment Number is equal to 0014360175
- Event Code is equal to
- Event Date is equal to
- User ID is equal to
- Process Instance is equal to


Include Archive
 Include Batch Changes
 Include Purge Logs

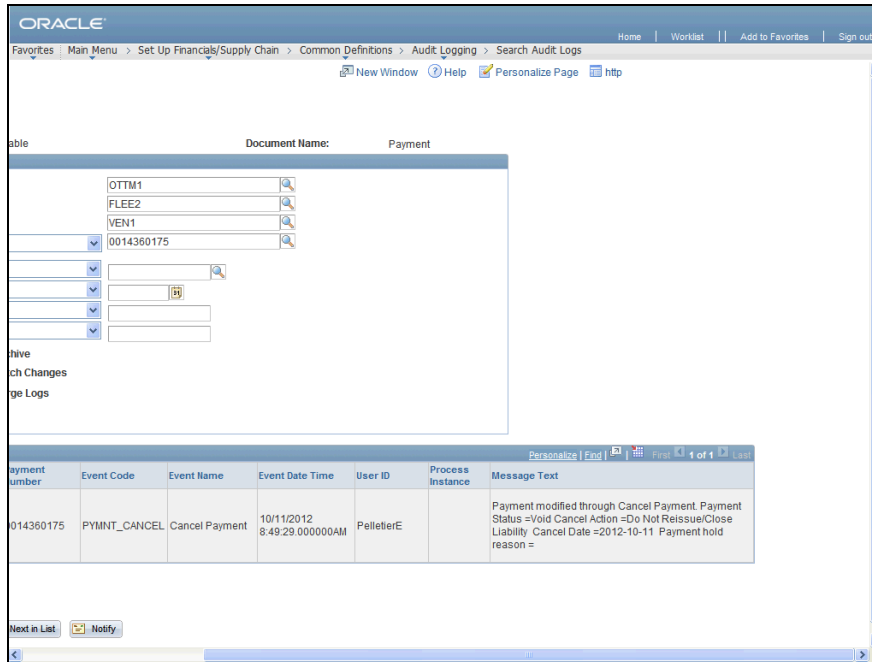
Search Clear

Search Results

Bank SetID	Bank Code	Bank Account	Payment Number	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
OTTM1	FLEE2	VEN1	0014360175	PYMINT_CANCEL	Cancel Payment	10/11/2012 8:49:29.000000AM	PelletierE		Payment modified through Ca Status =Void Cancel Action =C Liability Cancel Date =2012-1 reason =

Return to Search Previous in List Next in List Notify

Step	Action
20.	The Search Results grid provides information about the payment cancellation including the date and time of the cancellation, and the User ID of the user who cancelled the payment.
21.	Click the scrollbar to move to the right of the page. 



Step	Action
22.	The Message Text field provides detailed information about the cancellation including the payment status and the cancellation action.
23.	End of Procedure.