Searching Audit Logs Created on 2/21/2013 7:53:00 AM

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Core-

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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Application Name: =	
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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. Accounts Payable
4.	Click the Search button. Search

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View All First 🗃 1-3 of 3 🝺 Last					
Application Name Document Code Document Name					
Payables CNTL GRP Control Group					
Payables VOUCHER Voucher					

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

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Search Criteria					
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Voucher ID	is equal to 🖌	4			
Event Code	is equal to 👻				
Event Date	is equal to 🗸	1			
User ID	is equal to 💌				
Process Instance	is equal to 🖌				
	Include Archive				
	Include Batch Changes				
	Include Purge Logs				
Search Clear					
Return to Search 1 P	revious in List) (Environmentation) 😨 Notif	y			

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.

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Unit	Voucher ID	Code	Event Name	Event Date Time	User ID	Instance	Message Text				
AESM1	00015335	MATCHING	Matching	10/10/2012 3:24:50.488554PM	COREReedBri	6787653	Voucher Matching Voucher ID= 0001	- Matching is 5335.	s run or	this voucher.	
	arch 👘 Previ	ous in List	🗧 Nextin Lista	Notify							

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. Search Audit Logs

ORACLE	Home Worklist Add to Favorites Sign out
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Case Sensitive	
Search Clear Basic Search 🖉 Save Search Criteria	

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

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Application Name Document Code Document Name Pavables AP PYMNT Pavment	
Payables CNTL GRP Control Group	

Step	Action
14.	Click the AP_PYMNT link.
	AP PYMNT

Application Name:	Accounts Payable	Document Name:	Payment		
Search Criteria * Bank SettD * Bank Account Payment Number Event Ode Event Date User ID Process Instance Search Clear	= = is equal to is	Image: Image			
🏌 Return to Search) 👘 F	royoosiniisti 🚛 Medin List 🕻	Notity			

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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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	PYMNT_CANCEL	Cancel Payment	10/11/2012 8:49:29.000000AM	PelletierE		Payment modified through Ca Status =Void Cancel Action =E Liability Cancel Date =2012-1 reason =		
Return to S	earch T Pre	vious 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.

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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.