Using the View Audit Log Link
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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 Accounts Payable pages.

The **View Audit Log** link appears on the **Summary** and the **Invoice Information** pages of the **Regular Entry** component. This link opens the **Search Audit Logs** component for vouchers in a new window.

The **Audit Logs** link does not appear on pages related to payments. This link can only be used to view audit logs related to Voucher Matching. It cannot be used to view audit logs related to payment cancellation.

Procedure

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry
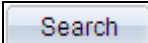
Step	Action
1.	The **Business Unit** may default based on User ID. Enter **AESM1** into the **Business Unit** field.
2.	Enter **00015334** into the **Voucher ID** field.
3.	Click the **Search** button.

Step	Action
4.	Users can use the **Audit Logs** link on the **Summary** page or the **View Audit Logs** link on the **Invoice Information** page to view events for a voucher.
5.	Click the **Invoice Information** tab. Invoice Information

Step	Action
6.	Click the **View Audit Logs** link to view the audit log for the voucher. View Audit Logs
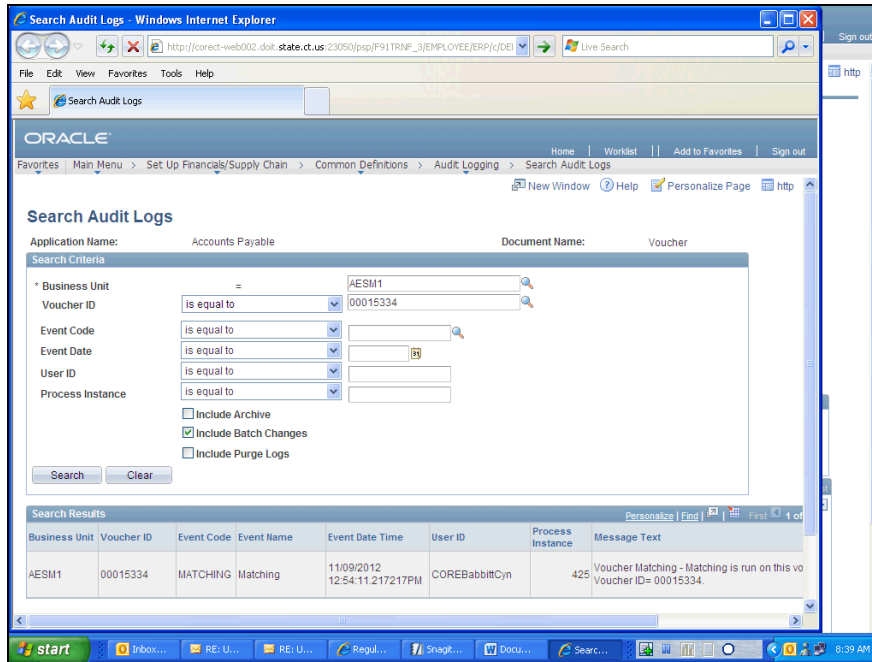
Step	Action
7.	The **Search Audit Logs** page displays in a new window. The **Search Results** display information about the selected voucher, including the event, the date and time the event occurred, the User ID that ran the matching process, and the process instance number for the Matching Process.
8.	**End of Procedure.**