

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

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | http

Voucher

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = []

Voucher ID: begins with []

Invoice Number: begins with []

Short Vendor Name: begins with []

Vendor ID: begins with []

Name 1: begins with []

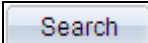
Voucher Style: = []

Related Voucher: begins with []

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

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. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Content | New Window | Help | Personalize Page | http

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit: AESM1 Invoice Date: 11/09/2012

Voucher ID: 00015334 Invoice No: AUDIT LOG MATCHING

Voucher Style: Regular Invoice Total: 1.00 USD

Contract ID: Receipt Date: 11/09/2012

Vendor Name: ATLANTIC AERIAL SERVICES INC
107 THREE MILE RD
GLASTONBURY, CT 06033 Pay Terms: Due Now
Voucher Source: Online

Entry Status: Postable Origin: D01

Match Status: Matched Created: 11/09/2012

Approval Status: Approved Created By: COREBabbittCyn

Post Status: Unposted Modified: 11/09/2012

Modified By: COREBabbittCyn

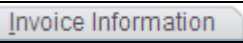
Budget Status: Not Chk'd ERS Type: Not Applicable

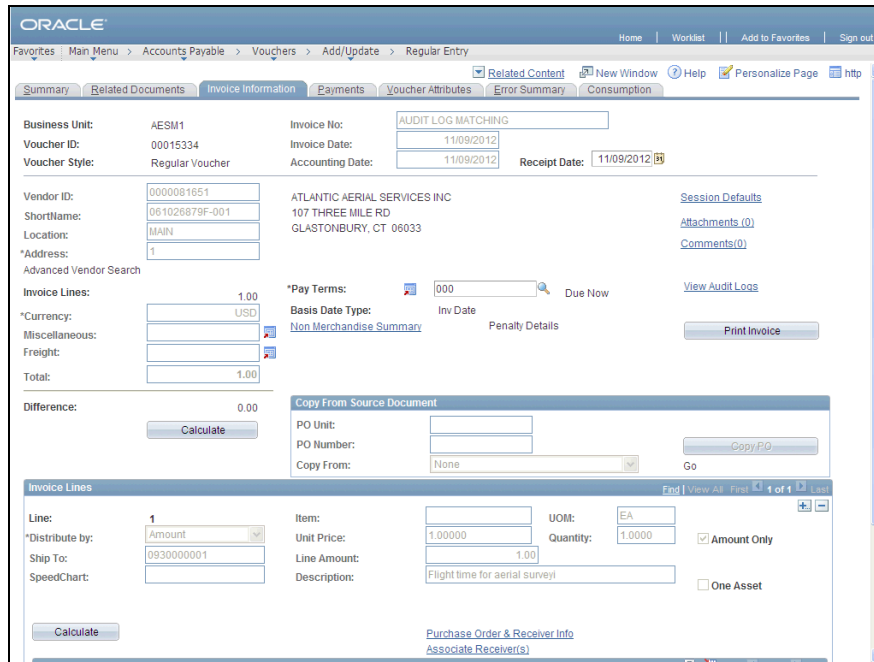
Budget Misc Status: Valid Close Status: Open

*View Related: Payment Inquiry [Go]

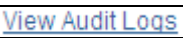
Save | Return to Search | Notify | Refresh | Add | Update/Display

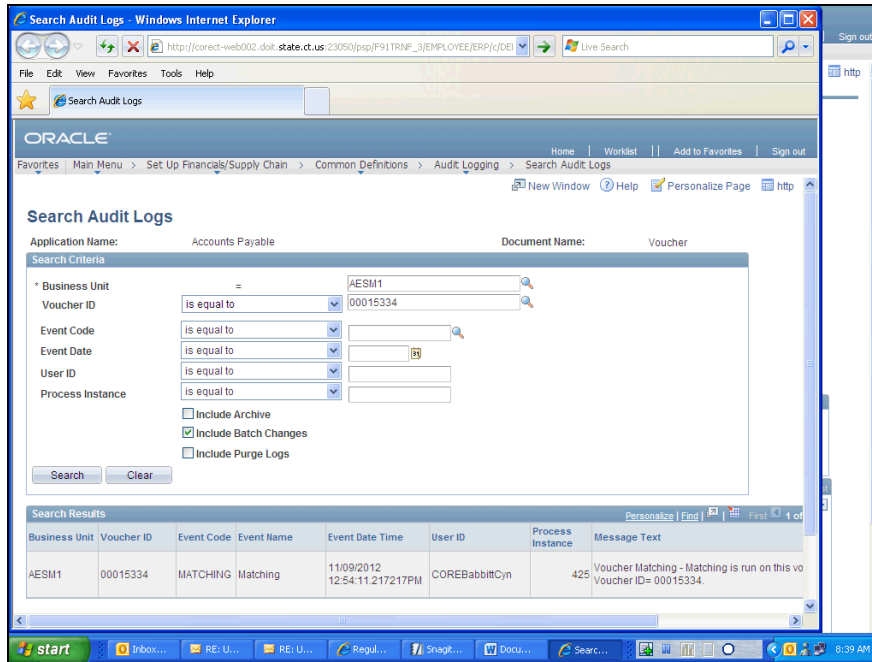
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

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. 



The screenshot displays the Oracle Accounts Payable 'Invoice Information' page. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry'. The 'Invoice Information' tab is selected, showing details for Invoice No. 'AUDIT LOG MATCHING', Invoice Date '11/09/2012', and Receipt Date '11/09/2012'. The Vendor ID is '0000081651' and the vendor name is 'ATLANTIC AERIAL SERVICES INC'. The page includes a 'View Audit Logs' link in the top right corner. The 'Invoice Lines' section shows a single line with a quantity of 1.0000 and a unit price of 1.0000. The description is 'Flight time for aerial survey'.

Step	Action
6.	Click the View Audit Logs link to view the audit log for the voucher. 



Step	Action
7.	<p>The Search Audit Logs page displays in a new window.</p> <p>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.</p>
8.	<p>End of Procedure.</p>