Using the View Audit Log Link Created on 2/21/2013 7:49:00 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 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 black for a list of all values	
Enter any mormation you have and click dearch. Leave liefus blank for a list of an values.	
Find an Existing Value Add a New Value	
✓ Search Chtena	
Business Unit	
Voucher ID: begins with	
Invoice Number begins with v	
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Vander Ib: begins with v	
Name fi	
Voucher Style: = V	
Related voucher: begins with	
Case Sensitive	
Search Clear Basic Search	
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.			

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Summary Related Doc	suments Invoice Information Payments	Noucher Attributes	Fron Summary Consumption
	2	<u>_</u>	
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	Pay Terms:	Due Now
	107 THREE MILE RD	Voucher Source:	Online
	GLASTONBURY, CT 06033		
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
		ERS Type:	Not Applicable
Budget Status:	Not Chk'd	Close Status:	Open
Budget Misc Status:	Valid	Audit Logs	
*View Related	Payment Inquiry 🗸	Go	
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D Save Q. Return to St	E Nony Kellesi		ZZ Oposici/Spiay
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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.

ORACLE				Home	Worklist Add to Favorites	Sign ou		
avorites Main Menu >	Accounts Payable > Vouch	ers > Add/Update > Reg	ular Entry					
			Related Content	New Window	🕐 Help 🛛 📝 Personalize Page	e 📰 http		
Summary Related D	ocuments Invoice Informat	on <u>P</u> ayments <u>V</u> ouche	Attributes Y Error Summary	Consumption				
Business Unit:	AESM1	Invoice No: AUDI	T LOG MATCHING					
Voucher ID:	00015334	Invoice Date:	11/09/2012					
Voucher Style:	Regular Voucher	Accounting Date:	11/09/2012 Receipt D	ate: 11/09/2012				
Vendor ID:	0000081651	ATLANTIC AERIAL SERVICE	SINC		Session Defaults			
ShortName:	061026879F-001	107 THREE MILE RD			Attaches anta (0)			
Location:	MAIN	GLASTONBURY, CT 06033			Autoriments (U)			
*Address:	1				Comments(U)			
Advanced Vendor Search								
Invoice Lines:	1.00	*Pay Terms:	000	Due Now	View Audit Logs			
Currency:	USD	Basis Date Type:	Inv Date					
Miscellaneous:		Ion Merchandise Summary Penalty Details Print Invoice						
Freight:								
Total:	1.00							
Difference:	0.00	Copy From Source Docume	ent					
	Colculate	PO Unit:						
	Calculate	PO Number:			Copy PO	1		
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Calaviata								
Calculate			Purchase Order & Receiver Inf Associate Receiver(s)	10				
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Step	Action
6.	Click the View Audit Logs link to view the audit log for the voucher.
	View Audit Logs

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🔶 🏉 Search Audit Logs												- 1
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Search Audit Logs												
Application Name:	Accounts Paya	able				Docu	ment Name:		Voucher			
Search Criteria												
* Business Unit	=		AESM1			0	6					
Voucher ID	is equal to		• 00015334			9	L.					=
Event Code	is equal to		~		Q							
Event Date	is equal to			31								
User ID	is equal to		·								=	
Process Instance	is equal to		~									
	Include Arch	ive									10	
	Include Batc	h Changes										
	Include Purg	e Logs										
Search Clear												
Search Results								Pers	sonalize Find 🗖 🛗	First 🚺 1 of		
Business Unit Voucher ID	Event Code Ever	nt Name E	ivent Date Time		User ID		Process Instance	Message '	Text			
AESM1 00015334	MATCHING Mate	ching .	11/09/2012 12:54:11.21721	7PM	COREBat	obittCyn	425	Voucher M Voucher IE	latching - Matching is ru D= 00015334.	n on this vo		
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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.