



Core-CT 9.1 provides a **View Audit Log** link on the **Bill Summary Info** page. This link allows users to view a log of transactions for an invoice.

Navigation

Billing > Review Billing Information > Summary

Example

Bill Summary Info page.

Bill Summary Info		Bill Summary Info 2			
Unit:	DOTM1	Invoice:	UO213556	Invoice Date:	
Gross Extended Amount:	-55.00	Customer:	UO4678	EASTON VILLAGE CENTER, LLC	
Total Discounts:	0.00	Invoice Type:	Cred Bill		
Total Surcharges:	0.00	Bill Type:	UO Use & Occupancy		
Net Extended Amount:	-55.00	Bill Source:	MISC Miscellaneous		
Total VAT Amount:	0.00	Bill Status:	RDY		
Total Taxes:	0.00	Template:	No		
Forward Bal:	0.00	Consol Hdr:	No		
Paid Amount:	0.00	Bill By ID:			
Total Due:	-55.00 USD	Invoice Media:	Print Copy		
		Due Date:			
		Date Bill Added:	09/04/2012 1:54PM		
Go to:	Header Info 1	Address	Copy Address	Notes	
Bill Search	Line Search	View Audit Log			

To view the Audit Log for this worksheet, click the **View Audit Log** link.

Core-CT 9.1 opens a new window with the **Audit Log** for the bill displayed.

Search Audit Logs

Application Name: Billing Document Name: Billing Invoice

Search Criteria

* Business Unit = DOTM1

* Invoice is equal to UO213556

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

Business Unit	Invoice	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
DOTM1	UO213556	ADJUST	Adjust Billing Invoice	09/04/2012 1:54:15.000000PM	COREReynoldsD		Credit invoice UO213556 created from invoice UO213478.

The **Search Results** on the **Search Audit Logs** page displays information about the invoice.

- Business Unit : the agency connected to the bill
- Invoice : the invoice ID of the bill
- Event Code & Event Name : a description of type of action performed on the bill
- Event Date Time : the day and time of the action
- User ID : the user ID of the person who performed the action
- Message Text : A description of the change event

Audit Log Events

The events that are tracked in Core-CT 9.1 Billing through audit logging are:

- Adjust Billing Invoice
- Copy Billing Invoice

Search Audit Logs

Users with appropriate security can also view audit logs using the Search Audit Log component.

Navigation

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

Select Billing in the **Application Name** drop down list on the **Search Audit Logs** page.

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: =

Document Code: begins with

Document Name: begins with

Case Sensitive

[Basic Search](#)

Enter a Business Unit in the **Business Unit** field and select an Invoice ID in the **Invoice** field. Both fields are required fields.

Click the **Search** button.

Search Audit Logs

Application Name: Billing Document Name: Billing Invoice

Search Criteria

* Business Unit =

* Invoice 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

The audit log for the selected invoice displays in the **Search Results**.

Search Audit Logs

Application Name:

Billing

Document Name:

Billing Invoice

Search Criteria

* Business Unit	=	AESM1
* Invoice	is equal to	ST37687
Event Code	is equal to	
Event Date	is equal to	
User ID	is equal to	
Process Instance	is equal to	
<input type="checkbox"/> Include Archive		
<input checked="" type="checkbox"/> Include Batch Changes		
<input type="checkbox"/> Include Purge Logs		

Search Results

Business Unit	Invoice	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
AESM1	ST37687	COPY	Copy Billing Invoice	10/17/2012 4:53:54.000000PM	COREReynoldsDave		Invoice ST37687 has been created from a copy of invoice ST37607.