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.

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.

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.

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.

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		

☐ Include Archive
☑ Include Batch Changes
☐ Include Purge Logs

[Search] [Clear]

Search Results

Personalize | Find | 1 of 1

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.