Viewing an Audit Log Created on 2/19/2013 5:01:00 PM

Table of Contents

Viewing an	Audit Log		
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Viewing an Audit Log

Core-

In Core-CT 9.1 a **View Audit Log** link on the **Bill Summary Info** page allows users to view a record of changes to a bill. Audit logs record changes to bills resulting from Adjustments and Copying an invoice.

The audit log can also be accessed from the **Search Audit Log** page (Navigation: Set Up Financials/Supply Chain > Common Definitions > Audit Logging > Search Audit Logs).

In this example a user views an audit log for a bill using the **View Audit Log** link on the **Bill Summary Info** page.

Procedure

Navigation: Billing > Review Billing Information > Summary

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Step	Action
1.	Use the Bill Summary Find an Existing Value page to locate the invoice to view. The Business Unit field may default based on User ID. It is a required field. Enter AESM1 into the Business Unit field.
2.	Enter ST37607 into the Invoice field.
3.	Click the Search button.

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Favorites Main Menu > Biling > Review Biling In	formation > Summary		
Bill Summary Info Bill Summary Info 2			🔊 New Window 🕜 Help 📝 Personalize Page 📰 http
Unit: AESM1 Invoice: ST37607	Invoice	e Date: 10/17/2012	\$£¥ =
Gross Extended Amount:	1,000.00	Customer:	AES001 Agriculture Experiment Station
Total Discounts:	0.00	Invoice Type:	Regular
Total Surcharges:	0.00	Bill Type:	ST Revenue Transfer Invoice
		Bill Source:	MISC Miscellaneous
Total VAT Amount:	0.00	Bill Status:	INV
Total Taxes:	0.00	Template:	No
Total Invoice Amount: 1,00 Forward Bal:		Consol Hdr:	No
		Bill By ID:	
Paid Amount:	0.00	Invoice Media:	Print Copy
Total Due:	4 000 00 110	Due Date:	10/17/2012
Total Due.	1,000.00 051	Date Bill Added:	10/02/2012 10:23AM
		View Invoice Image	
Go to: Header Info 1	Address	Copy Address	Notes
Bill Search Line Search	View Audit Logs		
Return to Search 💽 Notify			
Bill Summary Info Bill Summary Info 2			

Step	Action
4.	Click the View Audit Logs link. <u>View Audit Logs</u>

Search Audit Logs - Windows	Internet	Explorer						
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* Invoice	is equal to)	ST37607	Q				
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Event Date	is equal to	1		\~ \				
licor ID	is equal to	1						
Dracons Instance	is equal to		~					
Process instance		Archivo						
	Include Archive							
		Purge Logs						
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Courter Circuit								
Search Results						Personalize Find	🛛 🛗 First 🕅 1-3 of 3 🕨	Last
Business Invoice C	vent Code	Event Name	Event Date Time	User ID	Process Instance	Message Text		
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AESM1 ST37607 C	COPY	Copy Billing Invoice	10/17/2012 4:53:54.000000PM	COREReynoldsDave		Invoice ST37607 has be	een copied to invoice ST3	7687.
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Step	Action
5.	The Search Audit Logs page displays in a new window.
6.	Click the scrollbar to move to the bottom of the page.

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Business Jnit	Invoice	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text		
AESM1	ST37607	COPY	Copy Billing Invoice	10/02/2012 10:23:36.000000AM	COREMarcheseChr		Invoice ST37607 has been created invoice ST37606.	d from a copy of	
	ST37607	COPY	Copy Billing Invoice	10/17/2012 4:53:54.000000PM	COREReynoldsDave		Invoice ST37607 has been copied	to invoice ST37687.	
AESM1	0101001						Invoice ST37607 has been credited on invoice ST37688.		
AESM1 AESM1	ST37607	ADJUST	Adjust Billing Invoice	10/17/2012 5:12:52.000000PM	COREReynoldsDave		Invoice ST37607 has been credite ST37688.	d on invoice	
AESM1 AESM1	ST37607	ADJUST	Adjust Billing Invoice	10/17/2012 5:12:52.000000PM	COREReynoldsDave		Invoice ST37607 has been credite ST37688.	d on invoice	
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AESM1 AESM1	ST37607	ADJUST	Adjust Billing Invoice	10/17/2012 5:12:52.000000PM	COREReynoldsDave		Invoice ST37607 has been credite ST37688.	d on invoice	

Step	Action
7.	Click the Close button to return to the Bill Summary Info page.
8.	End of Procedure.