

# Viewing an Audit Log

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### Viewing an Audit Log



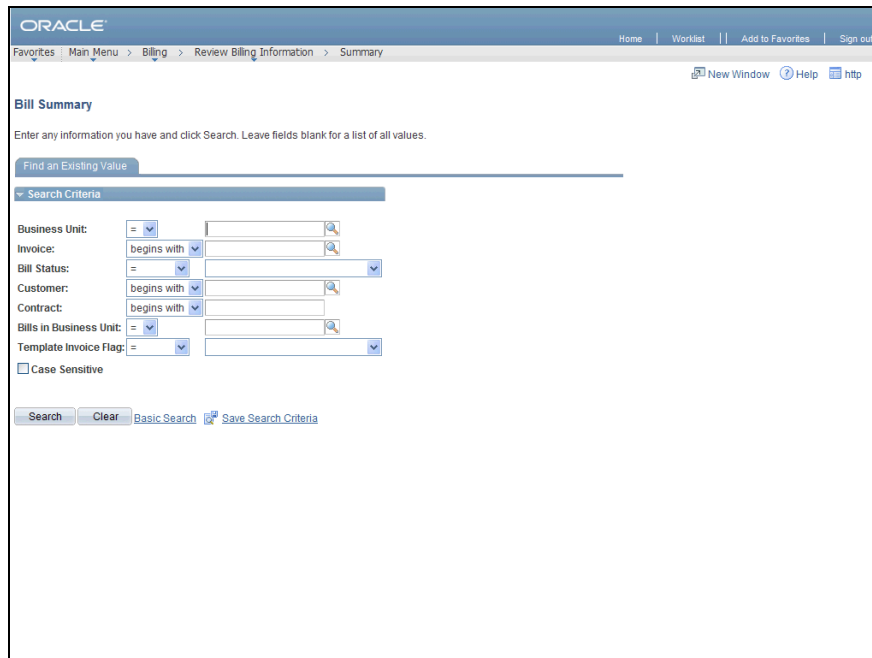
In Core-CT 9.1 a **View Audit Log** link on the **Bill Summary Info** page allows users to view a record of changes to a bill. Audit logs record changes to bills resulting from Adjustments and Copying an invoice.

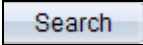
The audit log can also be accessed from the **Search Audit Log** page (Navigation: Set Up Financials/Supply Chain > Common Definitions > Audit Logging > Search Audit Logs).

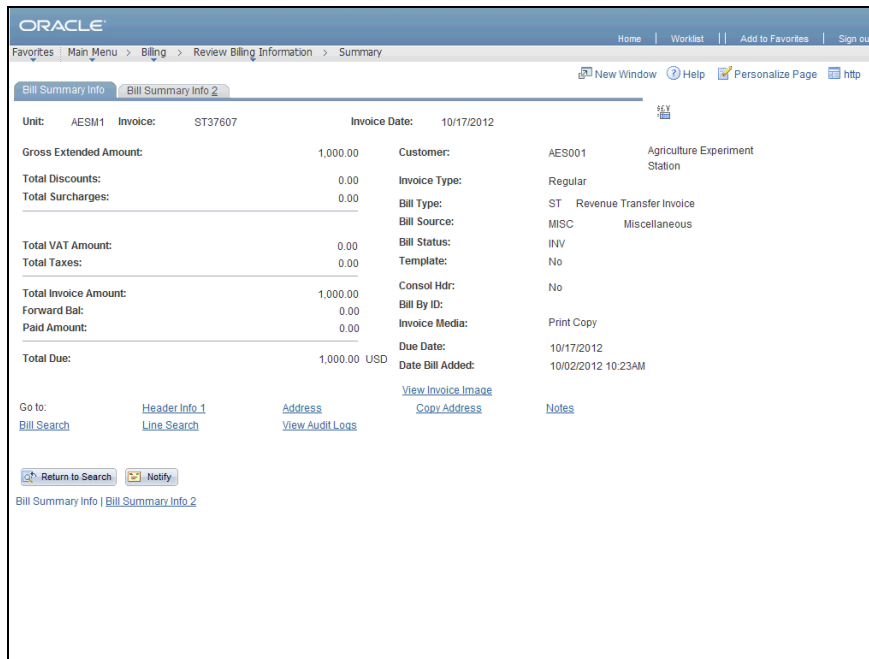
In this example a user views an audit log for a bill using the **View Audit Log** link on the **Bill Summary Info** page.

#### Procedure

Navigation: Billing > Review Billing Information > Summary

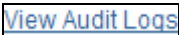


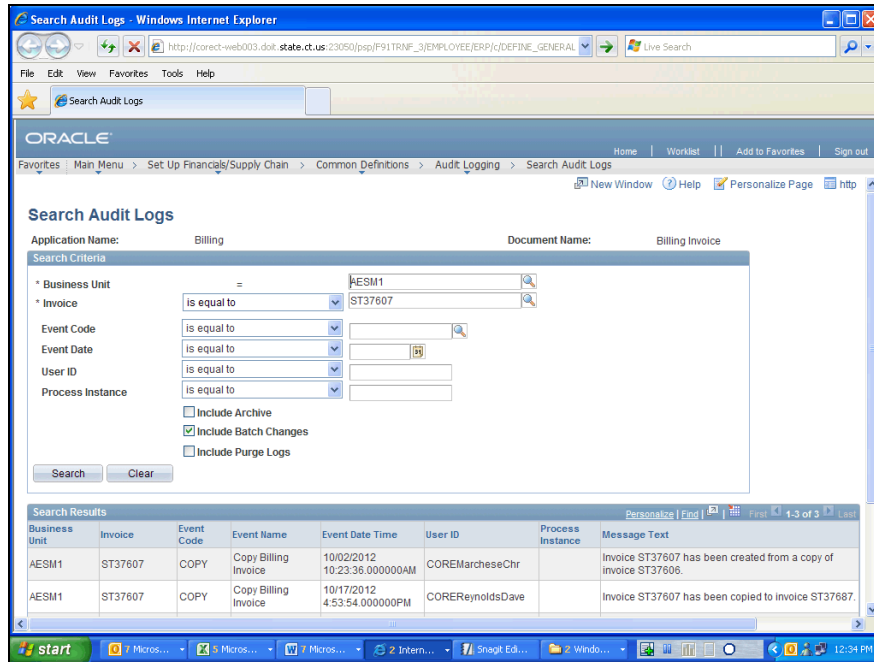
Step	Action
1.	Use the <b>Bill Summary Find an Existing Value</b> page to locate the invoice to view. The <b>Business Unit</b> field may default based on User ID. It is a required field.  Enter <b>AESM1</b> into the <b>Business Unit</b> field.
2.	Enter <b>ST37607</b> into the <b>Invoice</b> field.
3.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



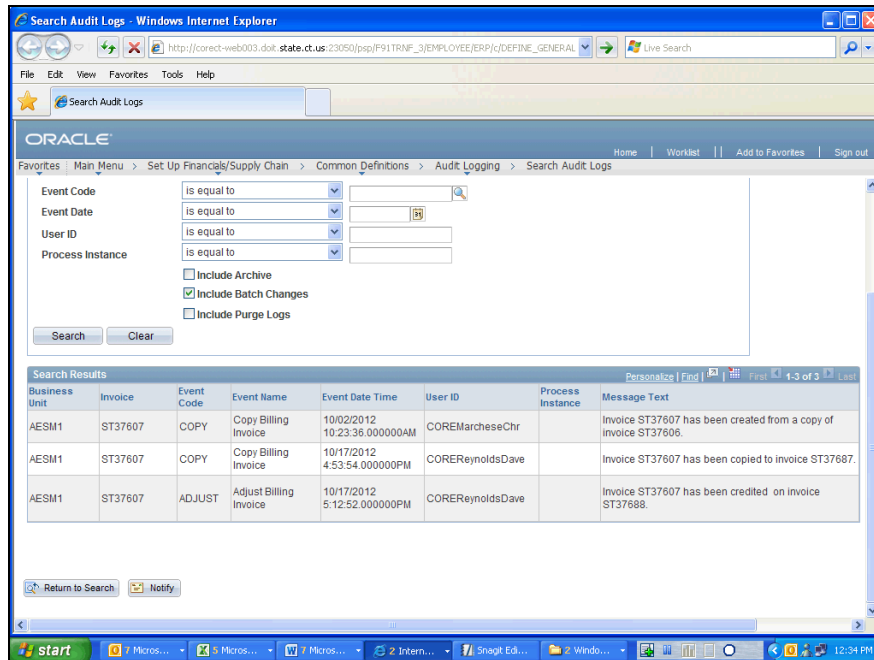
The screenshot shows the Oracle Billing Summary page for invoice ST37607. The page displays various financial and administrative details for the invoice, including amounts, taxes, and customer information. The 'Total Due' is listed as 1,000.00 USD. The page also includes navigation links such as 'View Invoice Image', 'View Audit Logs', and 'Copy Address'.


Field	Value
Unit:	AESM1
Invoice:	ST37607
Invoice Date:	10/17/2012
Gross Extended Amount:	1,000.00
Total Discounts:	0.00
Total Surcharges:	0.00
Total VAT Amount:	0.00
Total Taxes:	0.00
Total Invoice Amount:	1,000.00
Forward Bal:	0.00
Paid Amount:	0.00
Total Due:	1,000.00 USD
Customer:	AES001 Agriculture Experiment Station
Invoice Type:	Regular
Bill Type:	ST Revenue Transfer Invoice
Bill Source:	MISC Miscellaneous
Bill Status:	INV
Template:	No
Consol Hdr:	No
Bill By ID:	
Invoice Media:	Print Copy
Due Date:	10/17/2012
Date Bill Added:	10/02/2012 10:23AM

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



Step	Action
5.	The <b>Search Audit Logs</b> page displays in a new window.
6.	Click the scrollbar to move to the bottom of the page.



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