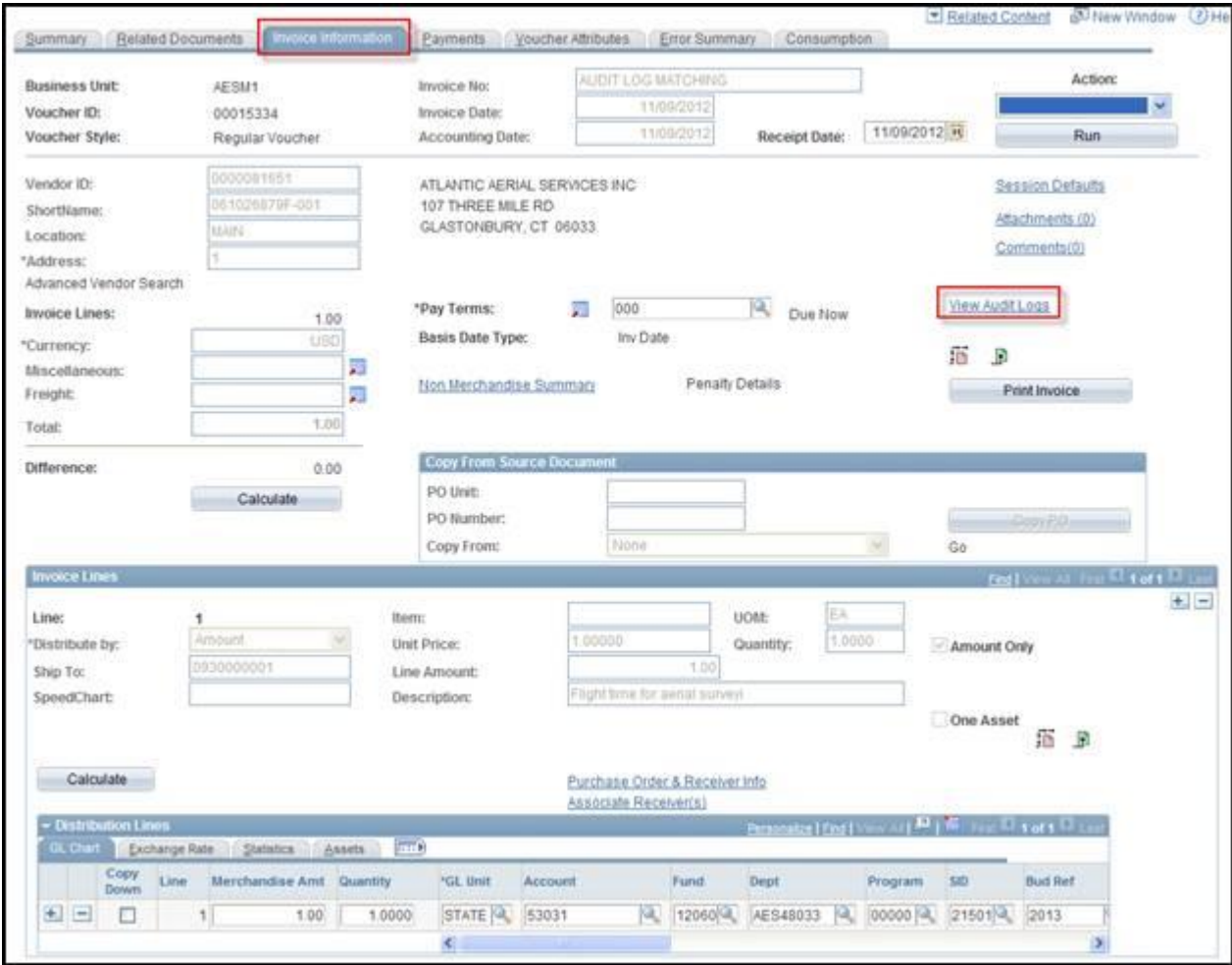




Core-CT 9.1 provides a **View Audit Log** link that allows end users to view a log of events for a voucher. The events it currently tracks are AP Matching and Payment Cancellation – two events that are difficult to identify for when they occur during the Accounts Payable process.. The link can be found on the **Invoice Information** and **Summary** pages.

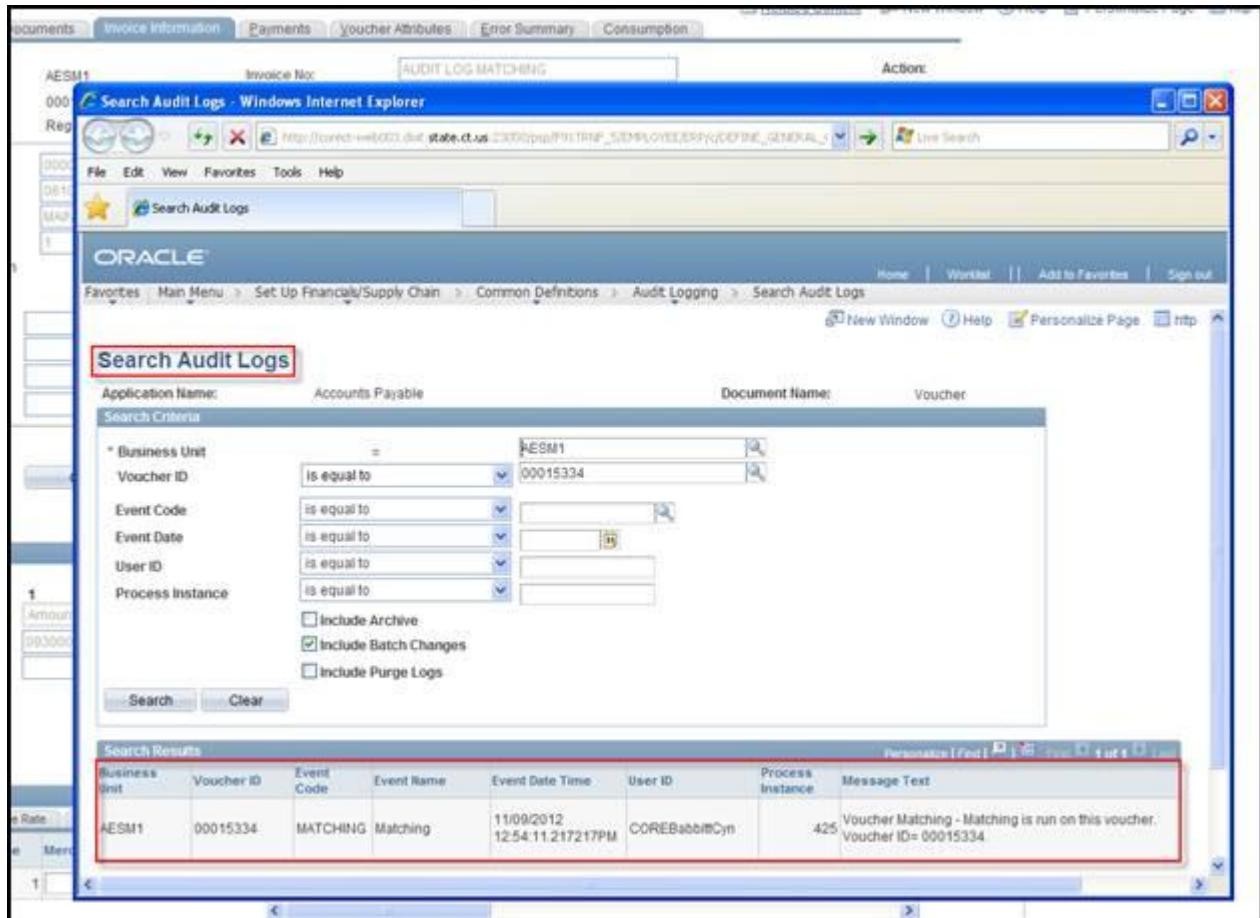
Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information page



Click the **View Audit Log** link to view the Audit Log for this voucher,

A new window opens with the Audit Log for the Voucher displayed.



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

- **Business Unit** : the agency connected to the Voucher
- **Voucher ID**: the ID of the voucher
- **Event Code & Event Name** : a description of the type of action performed on the voucher
- **Event Date Time** : the day and time of the action
- **User ID** : the User ID of the person who performed the action
- **Process Instance** : the number of the process instance associated with the voucher
- **Message Text** : a description of the change event

Audit Log Events

The events that are tracked through audit logging are:

- Matching
- Payment Cancellation

Search Audit Logs

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

Navigation

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

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

Click the **Search** button.

Select either AP PYMNT Payment or VOUCHER Voucher from the **Search Results**.

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: = Accounts Payable

Document Code: begins with

Document Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

Application Name	Document Code	Document Name
Payables	AP PYMNT	Payment
Payables	CNTL_GRP	Control Group
Payables	VOUCHER	Voucher

The **Search Audit Logs** page displays.

Search Audit Logs

Application Name: Accounts Payable Document Name: Voucher

Search Criteria

* Business Unit =

Voucher ID 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

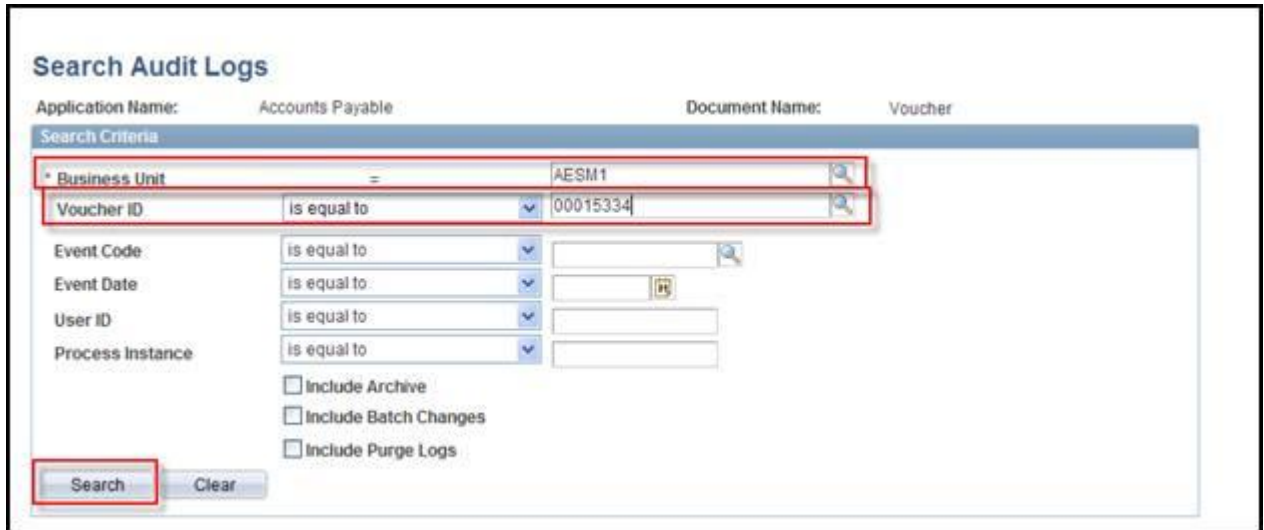
Include Purge Logs

Search Clear

Voucher Example

Enter the **Business Unit** and **Voucher ID**.

Click the **Search** button.

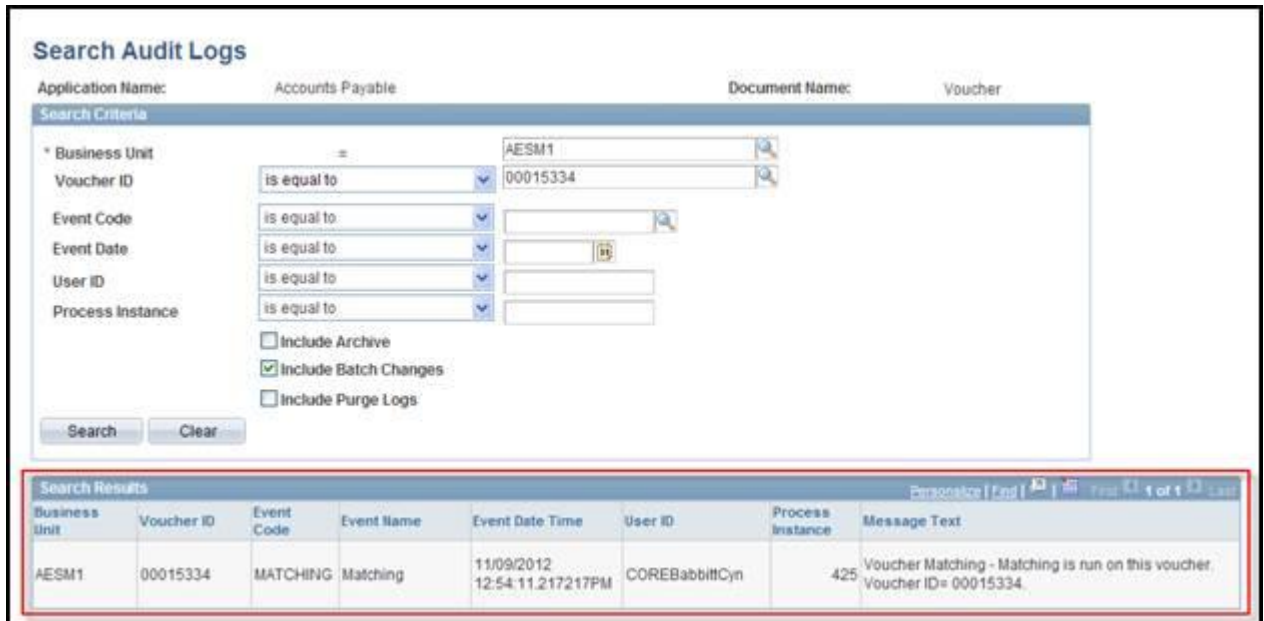


The screenshot shows the 'Search Audit Logs' interface. At the top, 'Application Name' is 'Accounts Payable' and 'Document Name' is 'Voucher'. The 'Search Criteria' section is highlighted with a red box. It contains the following fields:

- Business Unit**: = AESM1
- Voucher ID**: is equal to 00015334
- Event Code**: is equal to
- Event Date**: is equal to
- User ID**: is equal to
- Process Instance**: is equal to

Below the search criteria are three checkboxes: 'Include Archive' (unchecked), 'Include Batch Changes' (unchecked), and 'Include Purge Logs' (unchecked). At the bottom left, the 'Search' button is highlighted with a red box, and the 'Clear' button is next to it.

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



The screenshot shows the 'Search Audit Logs' interface with search results displayed. The search criteria are the same as in the previous screenshot. The 'Search Results' section is highlighted with a red box and contains the following table:

Business Unit	Voucher ID	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
AESM1	00015334	MATCHING	Matching	11/09/2012 12:54:11.217217PM	COREBabbittCyn	425	Voucher Matching - Matching is run on this voucher. Voucher ID= 00015334.

At the bottom right of the search results table, there are navigation controls: 'Personalize | End | First | 1 of 1 | Last'.

Payment Example

Enter values in the following fields: **Bank SetID**, **Bank Code**, **Bank Account**, and **Payment Number**.

Click the **Search** button.

The **Search Results** display information about the payment including how and when the payment was cancelled.

The screenshot displays the 'Search Audit Logs' interface. At the top, the application name is 'Accounts Payable' and the document name is 'Payment'. The 'Search Criteria' section includes fields for Bank SetID (OTTM1), Bank Code (FLEE2), Bank Account (VEN1), Payment Number (0014360175), Event Code, Event Date, User ID, and Process Instance. There are also checkboxes for 'Include Archive', 'Include Batch Changes', and 'Include Purge Logs'. Below the search criteria is a 'Search Results' table with one entry.

Bank SetID	Bank Code	Bank Account	Payment Number	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
OTTM1	FLEE2	VEN1	0014360175	PYMNT_CANCEL	Cancel Payment	10/11/2012 8:49:29.000000AM	Pelle8erE		Payment modified through Cancel Payment. Payment Status =Void Cancel Action =Do Not Reissue/Close Liability Cancel Date =2012-10-11 Payment hold reason =