

Accounts Payable
Created on 3/17/2017 7:19:00 AM



Table of Contents

Accounts Payable	1
Accounts Payable 9.2	1
Searching Audit Logs.....	1

Accounts Payable

Accounts Payable 9.2

Searching Audit Logs



There are many events in the Accounts Payable process - creating a voucher, approval, budget check, AP match, creating or canceling a payment are some examples. Once these events have occurred, it is sometimes difficult returning to the details of those events/steps. The Audit Log functionality enables us to 'turn on' an audit for an event type. Once an event is earmarked for audit log, information is stored so we can review it after the fact.

Audit Logs are especially beneficial when troubleshooting a voucher or payment, and you are trying to narrow down the details of when a voucher was actually matched successfully or how a payment was cancelled (was it voided? cancelled and closed? etc.) Audit Log details could solve the issue.

Core-CT currently creates an audit log for four Accounts Payable events: Close Voucher, Delete Voucher, Voucher Match and Payment Cancellation. Users can view audit logs using either the Search Audit Logs component or the Audit Logs link that appears on pages of the voucher. The View Audit Log link appears on the Summary and the Invoice Information pages of the Regular Entry component. This link opens the Search Audit Logs component for vouchers in a new window.

Procedure

After completing this topic, you will be able to search audit logs.

Navigation: Navigation: Core-CT Financials > Set Up Financials/Supply Chain > Common Definitions > Audit Logging > Search Audit Logs

Step	Action
1.	Users can view Audit Logs for a single voucher from the Regular Entry component using the Audit Logs link on the Summary tab or the View Audit Logs link on the Invoice Information tab.

Step	Action
2.	<p>Use the Search Audit Logs' Find an Existing Value page to select the application name and document type.</p> <p>Click the Application Name list.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> ▼ </div>

The screenshot shows the 'Search Audit Logs' page in the Core-CT system. The 'Find an Existing Value' tab is selected. Under 'Search Criteria', the 'Application Name' dropdown is open, displaying a list of application types. 'Accounts Payable' is the first item in the list and is highlighted. Other items include 'Accounts Receivable', 'Asset Management', 'Billing', 'General Ledger', and 'Real Estate Management'. The 'Document Code' and 'Document Name' dropdowns are also visible, both set to 'begins with'. There are 'Search', 'Clear', and 'Save Search Criteria' buttons at the bottom of the search criteria section.

Step	Action
3.	<p>Click the Accounts Payable list item.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> </div>



[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Set Up Financials/Supply Chain](#) > [Common Definitions](#) > [Audit Logging](#) > [Search Audit Log](#)
[Home](#) | [HRMS Worklist](#) | [FIN Worklist](#) | [Add to My Links](#) | [Sign out](#)

[All](#) Search [Advanced Search](#)

[My HR](#) | [Finance](#) | [Core-CT Help](#)

[Help](#)

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

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

Step	Action
4.	Click the Search button. <input type="button" value="Search"/>

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Set Up Financials/Supply Chain](#) > [Common Definitions](#) > [Audit Logging](#) > [Search Audit Log](#)
[Home](#) | [HRMS Worklist](#) | [FIN Worklist](#) | [Add to My Links](#) | [Sign out](#)

[All](#) Search [Advanced Search](#) [Last Search Results](#)

[My HR](#) | [Finance](#) | [Core-CT Help](#)

[Help](#)

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

Limit the number of results to (up to 300):

[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

Step	Action
5.	<p>Audit logging in Accounts Payable is available for Voucher Approval, Document Tolerance, Matching, Closed voucher, Voucher Delete, Voucher Unpost, Payment Cancellation and Reset Paycycle.</p> <p>Click the VOUCHER link.</p> <p>VOUCHER</p>

The screenshot displays the 'Search Audit Logs' page in the Core-CT system. The breadcrumb trail at the top indicates the path: Favorites > Main Menu > Core-CT Financials > Set Up Financials/Supply Chain > Common Definitions > Audit Logging > Search Audit Log. The page title is 'Search Audit Logs' and the application name is 'Accounts Payable'. The document name is 'Voucher'. The search criteria section includes fields for Business Unit, Voucher ID, Event Code, Event Date, User ID, and Process Instance, each with a dropdown menu and a search icon. There are also checkboxes for 'Include Archive', 'Include Batch Changes', and 'Include Purge Logs'. At the bottom, there are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

Step	Action
6.	<p>The Business Unit may default based on User ID.</p> <p>Enter AESM1 into the Business Unit field.</p>

The screenshot shows the 'Search Audit Logs' interface. The 'Search Criteria' section includes the following fields and options:

- Business Unit: = AESM1
- Voucher ID: [Empty]
- Event Code: [Empty]
- Event Date: [Empty]
- User ID: [Empty]
- Process Instance: [Empty]


Options below the search criteria:

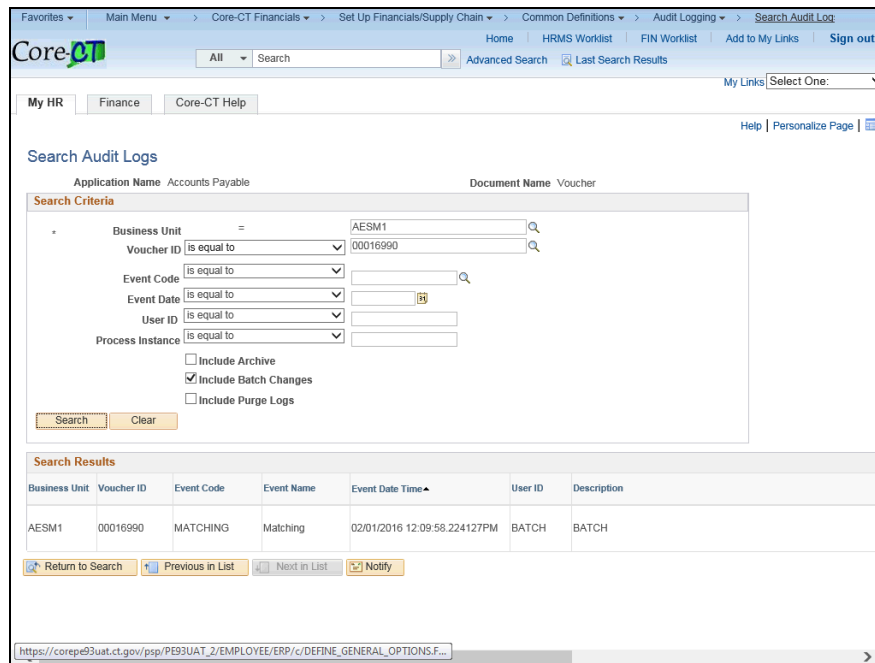
- Include Archive
- Include Batch Changes
- Include Purge Logs

Buttons: Search, Clear, Return to Search, Previous in List, Next in List, Notify.

Step	Action
7.	Enter 00016990 into the Voucher ID field.

This screenshot is identical to the previous one, but the 'Voucher ID' field now contains the value '00016990'.

Step	Action
8.	Click the Search button. 



Search Audit Logs

Application Name: Accounts Payable Document Name: Voucher

Search Criteria

Business Unit = AESM1

Voucher ID is equal to 00016990

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	Voucher ID	Event Code	Event Name	Event Date Time	User ID	Description
AESM1	00016990	MATCHING	Matching	02/01/2016 12:09:58.224127PM	BATCH	BATCH

Return to Search Previous in List Next in List Notify

https://corepe93uat.ct.gov/psp/P93UAT_2/EMPLOYEE/ERP/c/DEFINE_GENERAL_OPTIONS.F...

Step	Action
9.	The Search Results grid displays information about the selected voucher, including the event, the date and time the event occurred, the User ID that ran the matching process, and the process instance number for the Matching Process. If this voucher is not yet matched, or is in match exception, no results will display.


The screenshot shows the 'Search Audit Logs' page in the Core-CT system. The breadcrumb trail is: Home > HRMS Worklist > FIN Worklist > Add to My Links > Sign out > Search Audit Log. The page title is 'Search Audit Logs'. Below the title, there are tabs for 'My HR', 'Finance', and 'Core-CT Help'. The main content area is titled 'Search Audit Logs' and shows search criteria for 'Accounts Payable' with 'Document Name' set to 'Voucher'. The search criteria include: Business Unit (AESM1), Voucher ID (00016990), Event Code, Event Date, User ID, and Process Instance. There are checkboxes for 'Include Archive', 'Include Batch Changes' (checked), and 'Include Purge Logs'. A 'Search' button is visible. Below the search criteria, there is a 'Search Results' table with the following data:

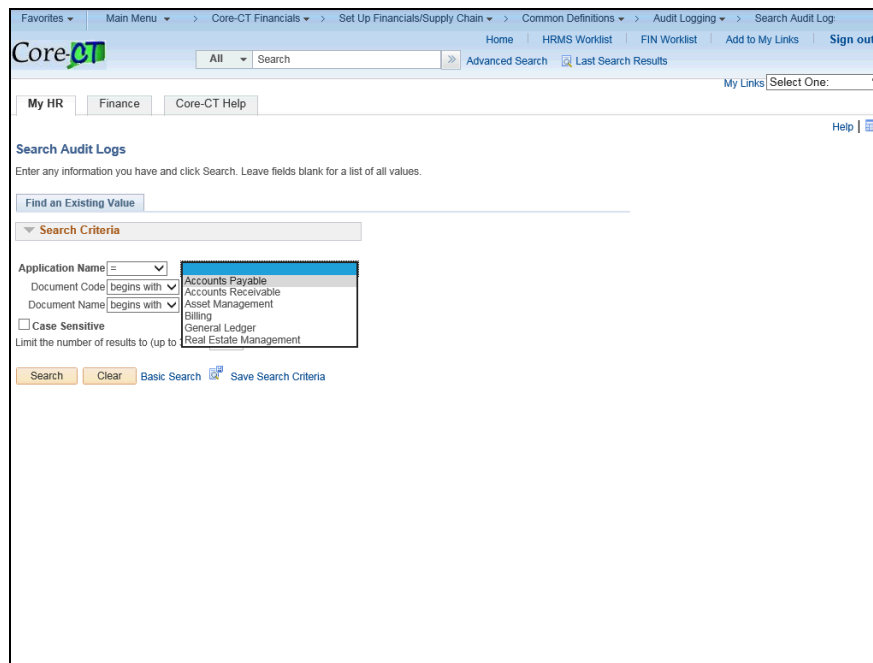
Business Unit	Voucher ID	Event Code	Event Name	Event Date Time	User ID	Description
AESM1	00016990	MATCHING	Matching	02/01/2016 12:09:58.224127PM	BATCH	BATCH

Navigation buttons include 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. The URL at the bottom is: https://corepe3uat.ct.gov/psp/PE93UAT_2/EMPLOYEE/ERP/c/DEFINE_GENERAL_OPTIONS.F...

Step	Action
10.	Click the Search Audit Logs link on the Bread Crumb menu to start a new search. Search Audit Log

The screenshot shows the 'Search Audit Logs' page in the Core-CT system. The breadcrumb trail is: Home > HRMS Worklist > FIN Worklist > Add to My Links > Sign out > Search Audit Log. The page title is 'Search Audit Logs'. Below the title, there are tabs for 'My HR', 'Finance', and 'Core-CT Help'. The main content area is titled 'Search Audit Logs' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below that, there is a 'Search Criteria' section with the following fields: Application Name (dropdown), Document Code (begins with dropdown), Document Name (begins with dropdown), Case Sensitive (checkbox), and Limit the number of results to (up to 300): 300. There are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
11.	Click the Application Name list. 



Search Audit Logs

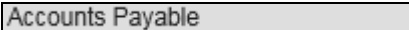
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Application Name =
 Document Code begins with
 Document Name begins with
 Case Sensitive
 Limit the number of results to (up to)

Accounts Payable
 Accounts Receivable
 Asset Management
 Billing
 General Ledger
 Real Estate Management

Step	Action
12.	Click the Accounts Payable list item. 



[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Set Up Financials/Supply Chain](#) > [Common Definitions](#) > [Audit Logging](#) > [Search Audit Log](#)
[Home](#) | [HRMS Worklist](#) | [FIN Worklist](#) | [Add to My Links](#) | [Sign out](#)

[All](#) Search [Advanced Search](#) [Last Search Results](#)

[My HR](#) | [Finance](#) | [Core-CT Help](#)

[Help](#)

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

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

Step	Action
13.	Click the Search button. 

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Set Up Financials/Supply Chain](#) > [Common Definitions](#) > [Audit Logging](#) > [Search Audit Log](#)
[Home](#) | [HRMS Worklist](#) | [FIN Worklist](#) | [Add to My Links](#) | [Sign out](#)

[All](#) Search [Advanced Search](#) [Last Search Results](#)

[My HR](#) | [Finance](#) | [Core-CT Help](#)

[Help](#)

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

Limit the number of results to (up to 300):

[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

Step	Action
14.	Click the AP_PYMNT link. AP_PYMNT

The screenshot displays the 'Search Audit Logs' interface for 'Accounts Payable'. The search criteria section includes the following fields and options:

- Bank SetID = [Text Field]
- Bank Code = [Text Field]
- Bank Account = [Text Field]
- Payment Number is equal to [Dropdown]
- Event Code is equal to [Text Field]
- Event Date is equal to [Text Field]
- User ID is equal to [Text Field]
- Process Instance is equal to [Text Field]

Additional options at the bottom of the search criteria section:

- Include Archive
- Include Batch Changes
- Include Purge Logs

Navigation buttons at the bottom include: Return to Search, Previous in List, Next in List, and Notify.

Step	Action
15.	Bank SetID, Bank Code, Bank Account are required fields for payments. Enter OTTM1 into the Bank SetID field.

Core-CT Search Audit Logs

Application Name: Accounts Payable Document Name: Payment

Search Criteria

- Bank SetID = OTTM1
- Bank Code =
- Bank Account =
- Payment Number 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

Return to Search Previous in List Next in List Notify

Step	Action
16.	Enter FLEE2 into the Bank Code field.

Core-CT Search Audit Logs

Application Name: Accounts Payable Document Name: Payment

Search Criteria

- Bank SetID = OTTM1
- Bank Code = FLEE2
- Bank Account =
- Payment Number 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

Return to Search Previous in List Next in List Notify

Step	Action
17.	Enter VEN1 into the Bank Account field. <input type="text"/>

The screenshot shows the 'Search Audit Logs' page in the Core-CT system. The 'Application Name' is 'Accounts Payable' and the 'Document Name' is 'Payment'. The search criteria are as follows:

- Bank SetID = OTTM1
- Bank Code = FLEE2
- Bank Account = VEN1
- Payment Number is equal to [empty]
- Event Code is equal to [empty]
- Event Date is equal to [empty]
- User ID is equal to [empty]
- Process Instance is equal to [empty]

There are also checkboxes for 'Include Archive', 'Include Batch Changes', and 'Include Purge Logs'. The 'Search' and 'Clear' buttons are visible at the bottom of the criteria section.

Step	Action
18.	Enter 0014637189 into the Payment Number field. <input type="text"/>

Core-CT Search Audit Logs

Application Name: Accounts Payable Document Name: Payment


Search Criteria

- Bank SetID = OTTM1
- Bank Code = FLEE2
- Bank Account = VEN1
- Payment Number is equal to 0014637189
- 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**

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Step	Action
19.	Click the Search button. 

Core-CT Search Audit Logs

Application Name: Accounts Payable Document Name: Payment

Search Criteria

- Bank SetID = OTTM1
- Bank Code = FLEE2
- Bank Account = VEN1
- Payment Number is equal to 0014637189
- 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

Bank SetID	Bank Code	Bank Account	Payment Number	Event Code	Event Name	Event Date Time	User ID	Description
OTTM1	FLEE2	VEN1	0014637189	PYMNT_CANCEL	Cancel Payment	03/04/2013 2:32:01.000000PM	LarnedJan	DSS-Larned Jane M

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Step	Action
20.	The Search Results grid provides information about the payment cancellation including the date and time of the cancellation, and the User ID of the user who cancelled the payment.

The screenshot shows the 'Search Audit Logs' page in the Core-CT system. The page is titled 'Search Audit Logs' and has 'Application Name Accounts Payable' and 'Document Name Payment' set. The search criteria are as follows:

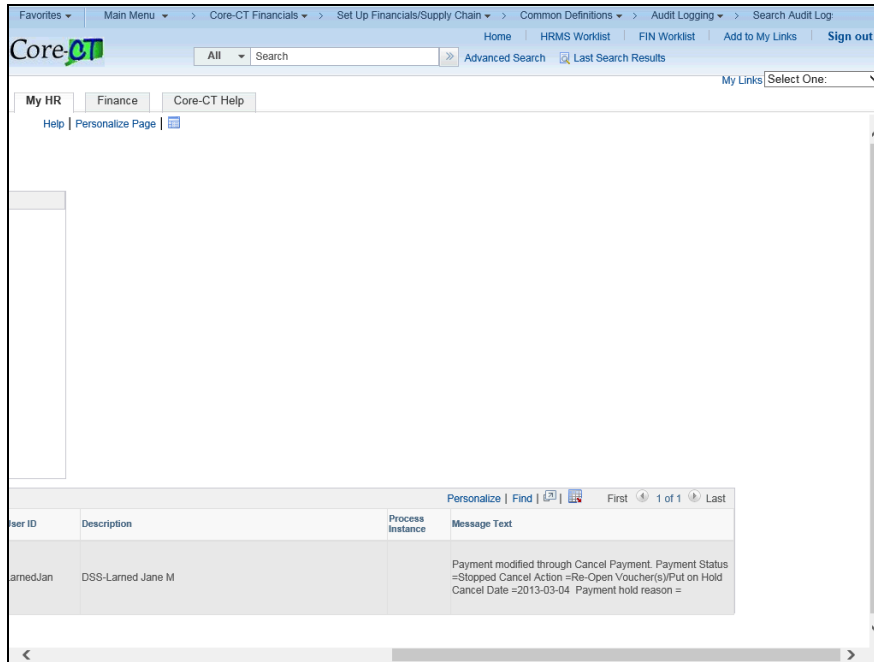
- Bank SetID = OTTM1
- Bank Code = FLEE2
- Bank Account = VEN1
- Payment Number is equal to 0014637189
- Event Code is equal to (empty)
- Event Date is equal to (empty)
- User ID is equal to (empty)
- Process Instance is equal to (empty)

There are also checkboxes for 'Include Archive', 'Include Batch Changes', and 'Include Purge Logs'. The search results table is shown below:

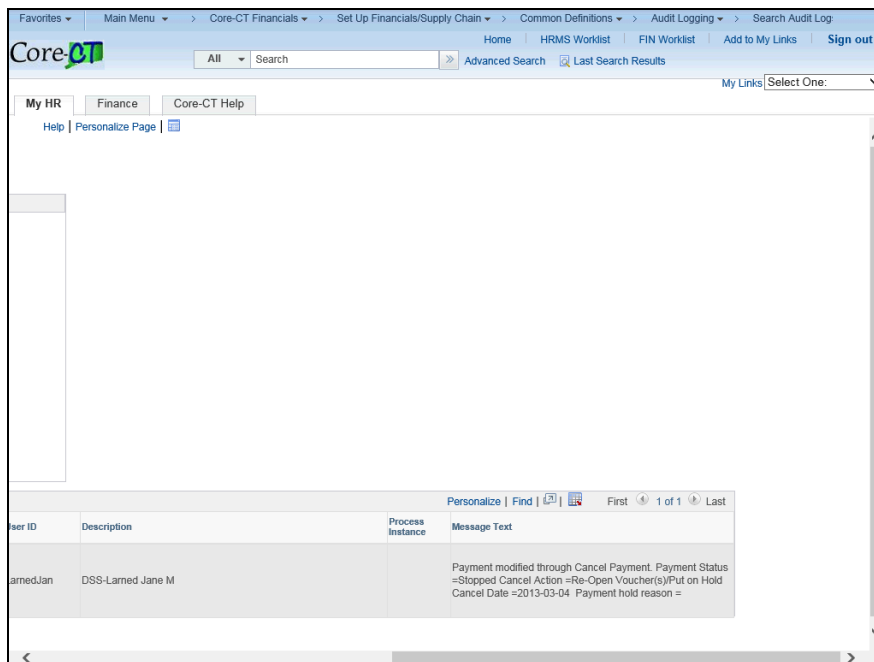
Bank SetID	Bank Code	Bank Account	Payment Number	Event Code	Event Name	Event Date Time	User ID	Description
OTTM1	FLEE2	VEN1	0014637189	PYMNT_CANCEL	Cancel Payment	03/04/2013 2:32:01.000000PM	LarnedJan	DSS-Larned Jane M

At the bottom of the results table, there are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

Step	Action
21.	Click the Horizontal Scrollbar to navigate to the right side of the page.



Step	Action
22.	The Message Text field provides detailed information about the cancellation including the payment status and the cancellation action. This is beneficial to OSC-APD when troubleshooting a cancellation issue.





Step	Action
23.	End of Procedure.