

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



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## **Accounts Payable**

### **Accounts Payable 9.2**

#### Using the View Audit Log Link



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.

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.

Audit Logs are especially beneficial when troubleshooting a voucher or payment, and you are trying to obtain the details of when a voucher was actually matched successfully or how a payment was cancelled (was it voided? cancelled and closed? etc.) Details of a deleted or closed voucher are also not available to the user; Audit Logs reveal that information of who, when and how.

#### **Procedure**

After completing this topic, you will be able to view audit logs using the link.

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

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)  
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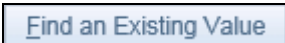
[Help](#)

**Voucher**

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit    
 Voucher ID   
 Voucher Style   
 Supplier Name    
 Short Supplier Name    
 Supplier ID    
 Supplier Location    
 Address Sequence Number    
 Invoice Number   
 Invoice Date    
 Gross Invoice Amount   
 Freight Amount   
 Misc Charge Amount   
 Estimated No. of Invoice Lines

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
1.	Click the <b>Find an Existing Value</b> tab. 

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)  
[Home](#) | [HRMS Worklist](#) | [FIN Worklist](#) | [Add to My Links](#) | [Sign out](#)

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[Help](#)

**Voucher**

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

[Find an Existing Value](#) | [Add a New Value](#)

**Search Criteria**

Business Unit    
 Voucher ID   
 Invoice Number   
 Invoice Date    
 Short Supplier Name   
 Supplier ID    
 Supplier Name   
 Voucher Style   
 Related Voucher   
 Entry Status   
 Voucher Source   
 Incomplete Voucher

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

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
2.	Enter <b>00016990</b> in the <b>Voucher ID</b> field.

The screenshot shows the 'Voucher' search page in the Core-CT system. The breadcrumb trail is: Favorites > Main Menu > Core-CT Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is 'Voucher'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section contains several fields: Business Unit (AESM1), Voucher ID (begins with 00016990), Invoice Number, Invoice Date, Short Supplier Name, Supplier ID, Supplier Name, Voucher Style, Related Voucher, Entry Status, Voucher Source, and Incomplete Voucher. At the bottom of the search criteria, there is a 'Search' button (highlighted in orange), a 'Clear' button, a 'Basic Search' link, and a 'Save Search Criteria' link. A 'Case Sensitive' checkbox is also present, along with a limit of 300 results.

Step	Action
3.	Click the <b>Search</b> button.


Core-CT Accounts Payable Voucher Summary page. The 'Summary' tab is selected. The page shows the following details:

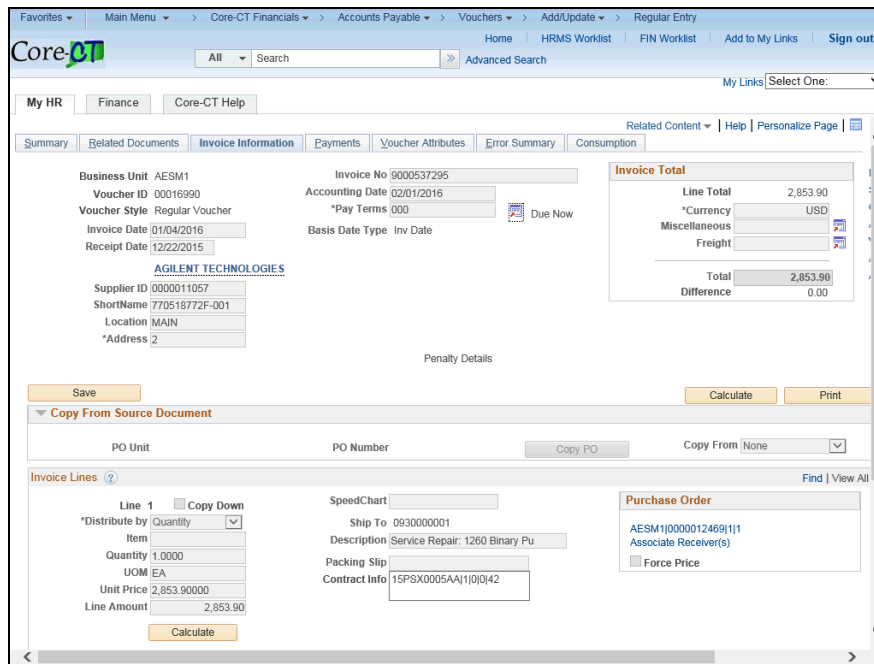
- Business Unit: AESM1
- Voucher ID: 00016990
- Voucher Style: Regular
- Supplier Name: AGILENT TECHNOLOGIES, 2850 CENTERVILLE RD, WILMINGTON, DE 19808
- Invoice Date: 01/04/2016
- Invoice No: 9000537295
- Invoice Total: 2,853.90 USD
- Receipt Date: 12/22/2015
- Pay Terms: Due Now
- Voucher Source: Online
- Origin: 003
- Created On: 02/01/2016 12:00AM
- Created By: Soleskik
- Last Update: 02/02/2016 12:00AM
- Modified By: LastM
- ERS Type: Not Applicable
- Close Status: Open

An [Audit Logs](#) link is located at the bottom right of the voucher details section.

Step	Action
4.	Users can use the <b>Audit Logs</b> link on the <b>Summary</b> tab or the <b>View Audit Logs</b> link on the <b>Invoice Information</b> tab to view events for a voucher.

Core-CT Accounts Payable Voucher Invoice Information page. The 'Invoice Information' tab is selected. The page shows the same voucher details as the Summary page. An [View Audit Logs](#) link is located at the bottom right of the voucher details section.

Step	Action
5.	Click the <b>Invoice Information</b> tab. 



Step	Action
6.	Click the <b>Horizontal Scrollbar</b> to navigate to the right side of the page.

The screenshot shows the 'Invoice Information' tab in the Core-CT system. Key details include:

- Invoice No: 9000537295
- Accounting Date: 02/01/2016
- \*Pay Terms: 000
- Due Now
- Invoice Total: Line Total 2,853.90, Total 2,853.90, Difference 0.00
- Supplier: ALENT TECHNOLOGIES
- Ship To: 093000001
- Description: Service Repair: 1260 Binary Pu
- Contract Info: 15PSX0005AA1(1)0(0)42

Step	Action
7.	Click the <b>View Audit Logs</b> link. <a href="#">View Audit Logs</a>

The screenshot shows the 'Search Audit Logs' interface. The search criteria are:

- Application Name: Accounts Payable
- Document Name: Voucher
- Business Unit: AESM1
- Voucher ID: 00016990
- Event Code: MATCHING
- Event Date: 02/01/2016 12:09:58.224127PM
- User ID: BATCH
- Description: BATCH

The search results table is as follows:

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



Step	Action
8.	<p>The <b>Search Audit Logs</b> page displays in a new window.</p> <p>The <b>Search Results</b> display 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.</p>

The screenshot displays the 'Search Audit Logs' page in the Core-CT system. The breadcrumb trail indicates the path: Favorites > Main Menu > Core-CT Financials > Accounts Payable > Vouchers > Add/Update > Delete Voucher > Search Audit Logs. The page title is 'Search Audit Logs' and the application name is 'Accounts Payable'. The document name is 'Voucher'.

**Search Criteria:**

- Business Unit: AESM1
- Voucher ID: 00016990
- Event Code: [Empty]
- Event Date: [Empty]
- User ID: [Empty]
- Process Instance: [Empty]
- Include Archive:
- Include Batch Changes:
- Include Purge Logs:

**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

Buttons: Search, Clear, Return to Search, Notify.

Step	Action
9.	<b>End of Procedure.</b>