



Core-CT 9.1 provides a **View Audit Log** link on several Accounts Receivable pages. This link allows users to view a log of transactions for an item, a payment, a deposit, or a worksheet.

Navigation

This feature is available from the following navigations:

- Accounts Receivable > Payments > Online Payments > Regular Deposit > Totals
- Accounts Receivable > Payments > Online Payments > Regular Deposits > Payments
- Accounts Receivable > Customer Accounts > Item Information > Item List > Detail 1
- Accounts Receivable > Pending Items > External Items > Group Entry > Group Control
- Accounts Receivable > Pending Items > External Items > Group Entry > Pending Item 1
- Accounts Receivable > Payments > Apply Payments > Create Worksheet > Worksheet Application
- Accounts Receivable > Payments > Apply Payments > Update Worksheet > Worksheet Application

Example

An end user created a payment worksheet.

The screenshot displays the 'Payment Worksheet Application' interface. At the top, it shows 'Deposit Unit: US001' and 'Deposit ID: 21'. The 'Payment ID' is 32225 and the 'Payment Sequence' is 1. The 'Payment Accounting Date' is 08/28/2009 and the 'Payment Currency' is USD. Below this, there are sections for 'Item Action' (Entry Type: Pay An Item), 'Item Display Control' (Display: All Items), 'Row Selection' (Choice: Select Range of Items), and 'Row Sorting' (Sort All By: Item). The main part of the interface is an 'Item List' table with columns for View Detail, Remit Seq, Sel, Pay Amt, Cur, Item ID, Item Line, Unit, Customer, Type, Reason, Event, Disc, and Disc Amt. The table contains five rows of data. Below the table, there are buttons for 'Add with Detail', 'Add Conversation', 'View/Update Conversations', and 'Letter of Credit ID:'. A 'Balance' section shows Amount: 190.00, Selected: 8,500.00, Adjusted: 0.00, Remaining: -8,310.00, Discount: 0.00, Write Off: 0.00, Unearned: 0.00, and Earned: 0.00. At the bottom, there are links for 'Worksheet Selection', 'Worksheet Application', 'Worksheet Action', 'Attachments (0)', and 'View Audit Log' (highlighted in red).

To view the Audit Log for this worksheet click the **View Audit Log** link. Core-CT 9.1 opens a new window with the **Audit Log** for the worksheet displayed.

Search Audit Logs

Application Name: Accounts Receivable Document Name: AR Payment

Search Criteria

* Deposit Unit = US001

Deposit ID = 21

Payment Sequence = 1

Payment ID = 32225

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

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
US001	21	1	32225	WORKSHEET	Create Worksheet	08/22/2012 7:49:56.000000AM	VP1		Payment worksheet created

The **Search Results** on the **Search Audit Logs** page displays information about the payment included on the worksheet.

The information that appears in the **Search Results** on the **Search Audit Log** page varies with the type of transaction that is being logged.

Using the Search Audit Logs Component

Users can also navigate directly to the **Search Audit Logs** page and use the search fields on the page to locate the deposit, item, or payment they wish to monitor.

Navigation:

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

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: = [dropdown] [dropdown]

Document Code: begins with [dropdown]

Document Name: begins with [dropdown]

Case Sensitive

Search Clear Basic Search Save Search Criteria

- Select Accounts Receivable in the **Application Name** field
- Click **Search**
- Select a Document Code from the **Search Results** list

Application Name	Document Code	Document Name
Receivable	AR_DEPOS	AR Deposit
Receivable	AR_DRAFT	AR Customer Draft
Receivable	AR_ITEM	AR Item
Receivable	AR_PITEM	AR Pending Item
Receivable	AR_PYMNT	AR Payment

- The **Search Audit Log** page displays.

Search Audit Logs

Application Name: Accounts Receivable Document Name: AR Item

Search Criteria

* Business Unit	=	<input type="text"/>	
Customer ID	=	<input type="text"/>	
Item ID	is equal to	<input type="text"/>	
Item Line	=	<input type="text"/>	
Event Code	is equal to	<input type="text"/>	
Event Date	is equal to	<input type="text"/>	
User ID	is equal to	<input type="text"/>	
Process Instance	is equal to	<input type="text"/>	

Include Archive
 Include Batch Changes
 Include Purge Logs

- Use the fields on this page to locate the item, payment, or deposit. The search fields vary, depending on the document code selected.

Audit Log Events

The events that are tracked in Core-CT 9.1 through audit logging are:

Deposits

- Create Deposit
- Delete Deposit

Items

- Create Item
- Dun Item
- Maintain Item
- Payment Worksheet
- Unpost Item
- Maintenance Worksheet

Pending Items

- Create Pending Item
- Delete External Pending Item
- Delete Pending
- Update External Pending Item
- Update Pending Item

Payments

- Payment Applied
- Create Payment
- Delete Worksheet
- Delete Payment
- Directly Journalled Payment
- Payment Predictor Applied
- Payment Predictor Worksheet
- Unpost Payment
- Update Worksheet
- Create Worksheet