

Viewing an Audit Log

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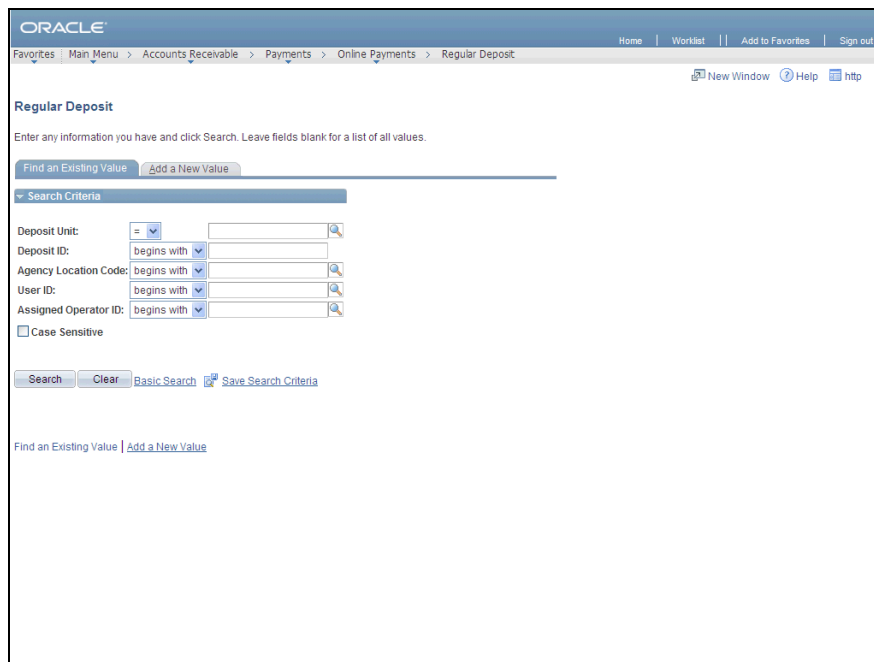


Core-CT 9.1 maintains an audit log that monitors changes deposits, payments, and items. These logs track the type of change, the time and date a change was made, and the user ID of the user who made the change.

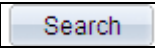
In this example a user views the audit log for a deposit.

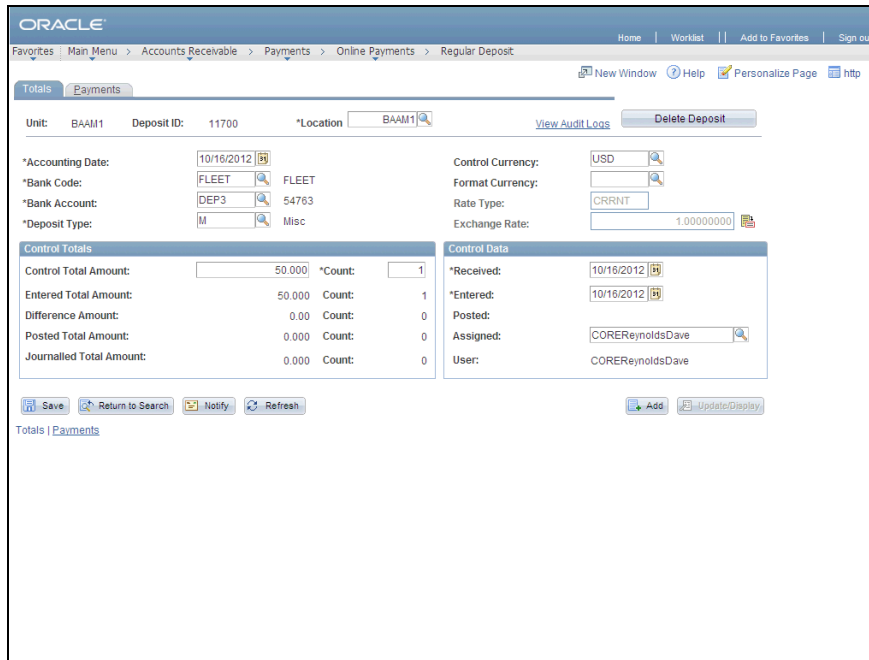
Procedure

Navigation: Accounts Receivable > Payments> Online Payments > Regular Deposit



Step	Action
1.	Use the Regular Deposit Find an Existing Value page to locate the deposit. Enter BAAM1 into the Deposit Unit field.

Step	Action
2.	Enter 11700 into the Deposit ID field.
3.	Click Search button. 



The screenshot shows the Oracle Accounts Receivable Payments interface. The breadcrumb trail is: Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The page title is "Regular Deposit".

At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below that are utility links: New Window, Help, Personalize Page, and http.

The main form area includes:

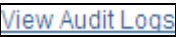
- Unit: BAAM1, Deposit ID: 11700, *Location: BAAM1
- *Accounting Date: 10/16/2012
- *Bank Code: FLEET, FLEET
- *Bank Account: DEP3, 54763
- *Deposit Type: M, Misc
- Control Currency: USD
- Format Currency: (empty)
- Rate Type: CRRNT
- Exchange Rate: 1.00000000

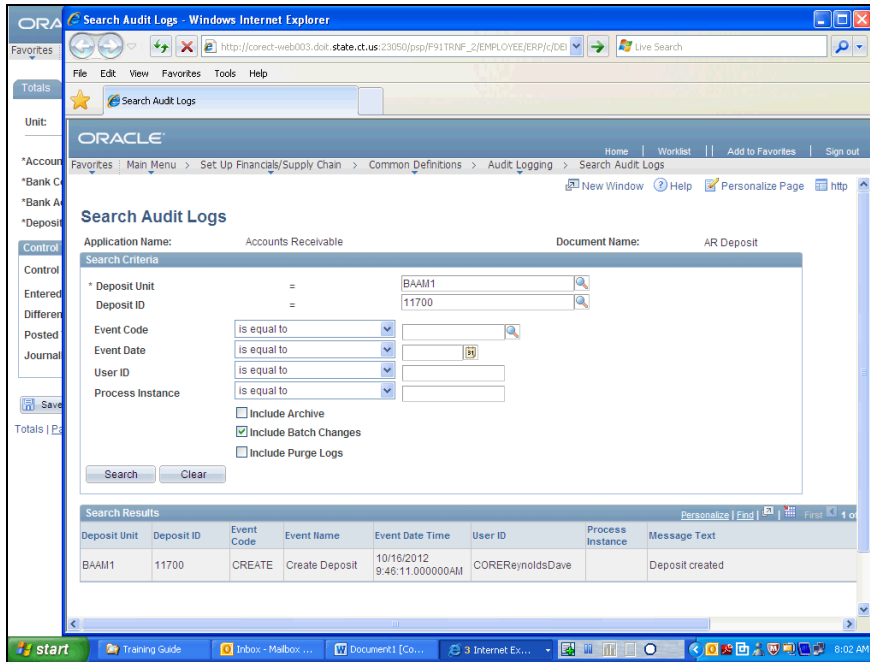
There are two summary tables:

Control Totals			
Control Total Amount:	50.000	*Count:	1
Entered Total Amount:	50.000	Count:	1
Difference Amount:	0.00	Count:	0
Posted Total Amount:	0.000	Count:	0
Journalled Total Amount:	0.000	Count:	0

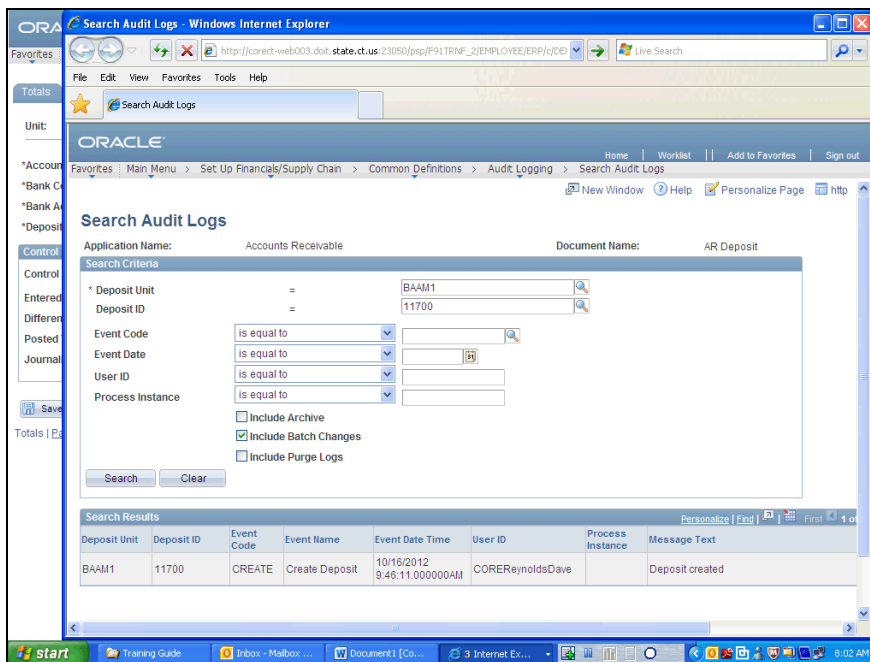
Control Data	
*Received:	10/16/2012
*Entered:	10/16/2012
Posted:	(empty)
Assigned:	COREReynoldsDave
User:	COREReynoldsDave


At the bottom, there are buttons: Save, Return to Search, Notify, Refresh, Add, and Update/Display. A "View Audit Logs" link is visible near the top right of the form area.

Step	Action
4.	Click the View Audit Logs link to view the Audit Log for this deposit. 



Step	Action
5.	<p>The Search Audit Logs page displays in a new window.</p> <p>The Search Results grid displays information about changes associated with the deposit. This grid indicates the type of change, the date and time the change was made, and the User ID of the individual who made the change. This grid can have multiple rows if more than one change was made to the deposit.</p>



Step	Action
6.	Click the Close button. 
7.	End of Procedure.