Viewing an Audit Log
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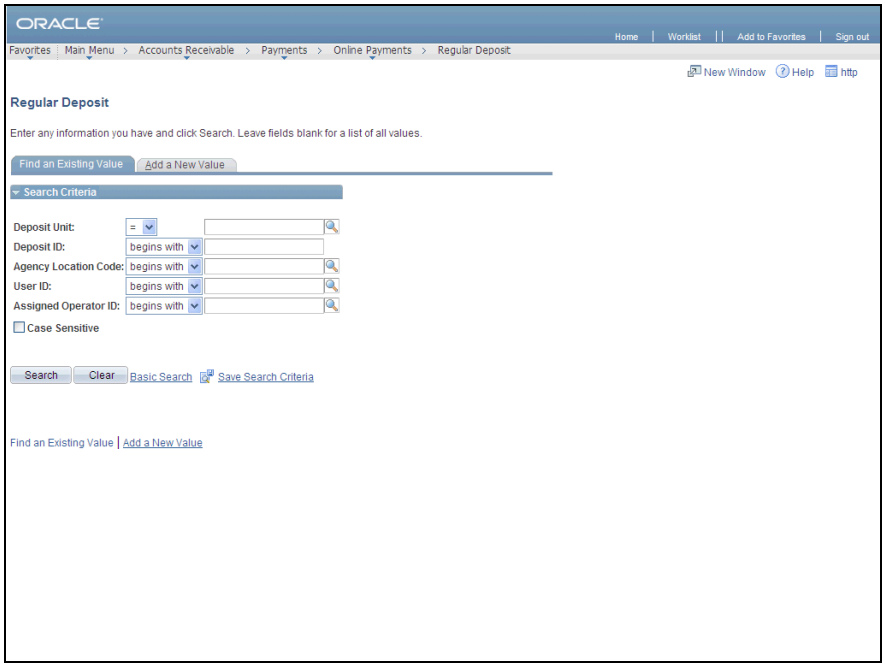
Viewing an Audit Log

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.

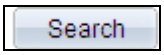
In this example a user views the audit log for a deposit.

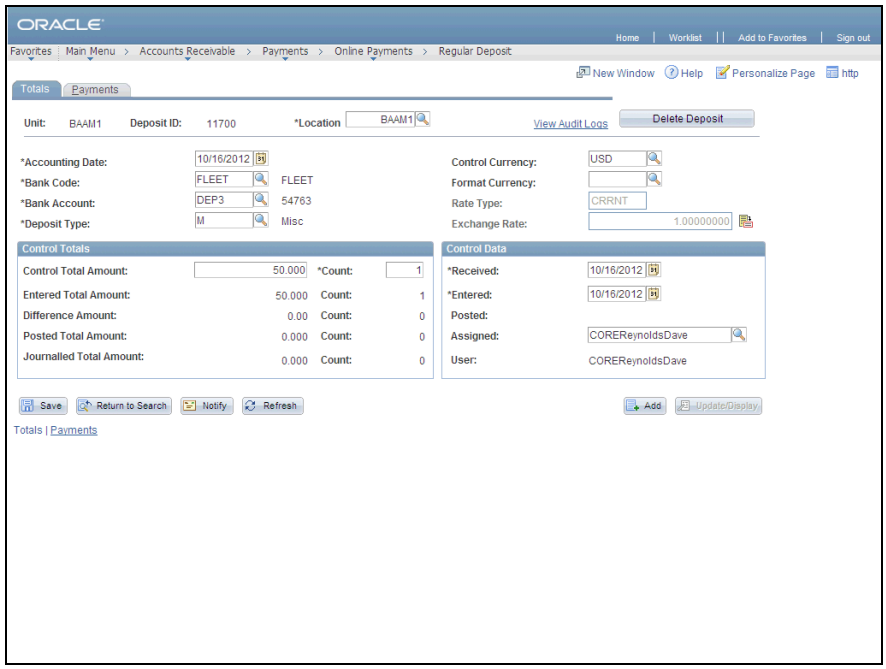
Procedure

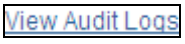
Navigation: Accounts Receivable > Payments> Online Payments > Regular Deposit

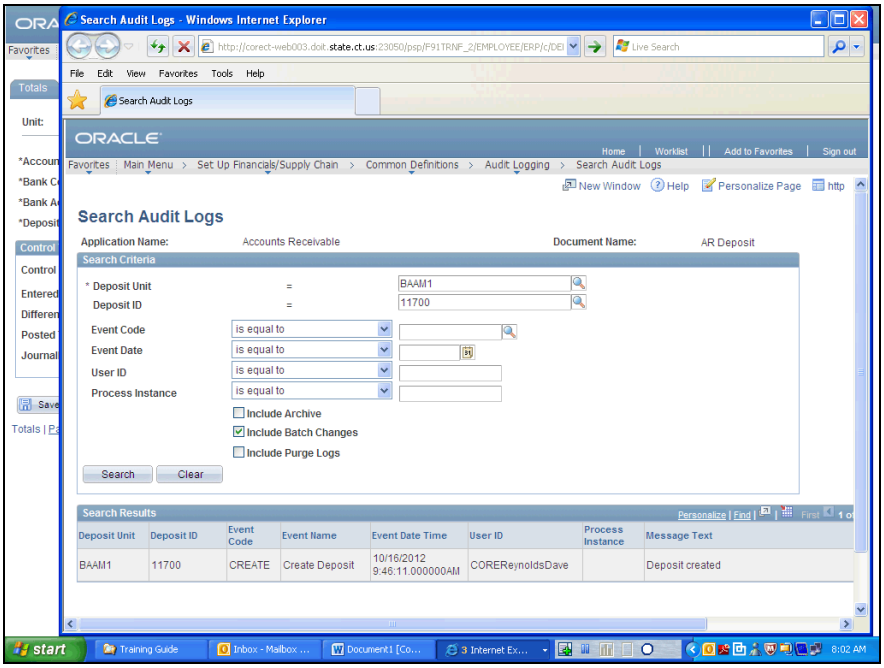


Step	Action
1.	Use the **Regular Deposit Find an Existing Value** page to locate the deposit. Enter **BAAM1** into the **Deposit Unit** field.

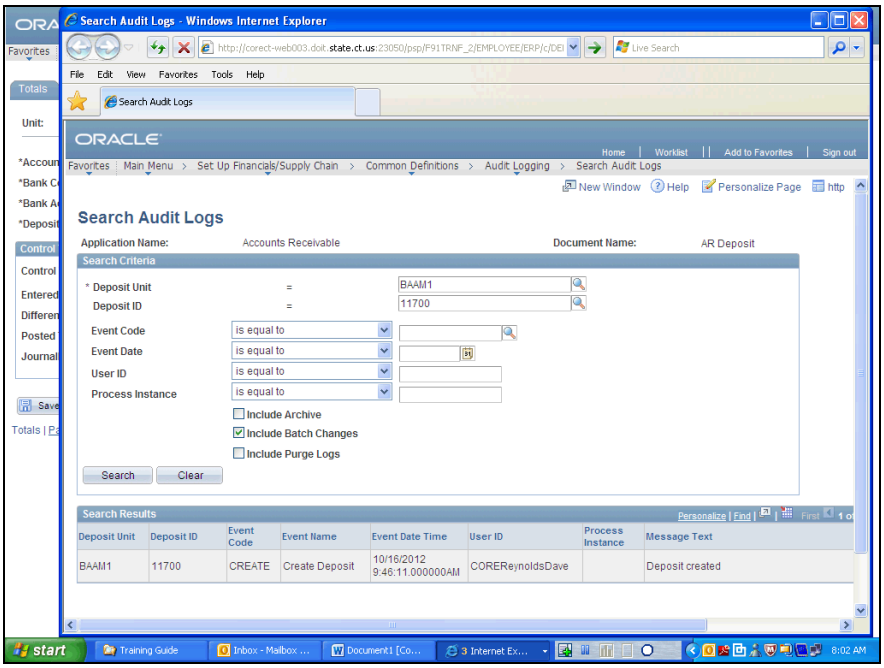
Step	Action
2.	Enter **11700** into the **Deposit ID** field.
3.	Click **Search** button. 



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



Step	Action
5.	The **Search Audit Logs** page displays in a new window. 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.



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