# Financials Audit Framework
# (Audit Logging)

The Financials Audit Framework (Audit Logging) is a centralized structure that allows users to follow audit trails and identify the statuses of transactions, including User ID and the date/time of specific actions. For example, you can use audit logging to find out who cancelled an AP payment or who approved a journal entry and the date/time the action was taken. The purpose of this job aid is to demonstrate how to search audit logs, which requires the BOR_GL_INQUIRE role.

Audit logging is available for Accounts Payable, Asset Management, and General Ledger and is enabled for the following actions:

| Module | Action |
|---|---|
| Accounts Payable | Paycycle Approval |
| | Reset Pay Cycle |
| | Cancel Payment |
| | Payment Escheatment |
| | Mass Payment Cancellation |
| | Create Voucher |
| | Matching |
| | Voucher Delete |
| | Voucher Maintenance |
| | Voucher Unpost |
| | Voucher Build |
| Asset Management | Asset Basic Addition |
| | Asset Accounting Entry Process |
| | Depreciation Calculate Process |
| | Asset Depreciation Update |
| | Asset Accounting Entry Update |
| | Financial Asset RET/REI |
| | Asset Reversal |
| | Update/Delete Pending Txns |
| | Cost Addition |
| | Cost Adjustment |
| | Cost Transfer |
| General Ledger | Create Journal |
| | Delete Journal |
| | Post Journal |
| | Unpost Journal |

## Searching Audit Logs

1. To search Audit Logs, follow the navigation: **NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > Audit Logging > Search Audit Logs**

2. Select the Application Name you wish to search, such as General Ledger.

**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

[Search] [Clear] Basic Search ⬚ Save Search Criteria

3. Click the Search button.

4. Enter your Search Criteria and click the Search button to retrieve the requested audit information. The Search Criteria and Search Results returned depend upon the Audit Logging that was set up in step I.

**Search Audit Logs**

Application Name   General Ledger                Document Name   GL JOURNAL

**Search Criteria**

| | | |
|---|---|---|
| Business Unit | is equal to | 51000 |
| GL Journal ID | is equal to | 0000600847 |
| Journal Date | = | 2018-08-28 |
| Journal Process | 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]

You can also access the Search Audit Logs page from the View Audit Logs link provided on the transaction pages themselves, such as the Journal Entry - Lines page.

Selecting the View Audit Logs link will display the audit trail for that particular journal.