

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 1.

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.

Employee Self Service **Create/Update Journal Entries**

Header Lines Totals Errors Approval

Unit 51000 Journal ID 0000601096 Date 11/02/2018

Template List Search Criteria Change Values **View Audit Logs**

Inter/IntraUnit *Process Edit Journal Process

Line 2

Lines Personalize Find

Select	Line	d	Dept	Program	Class	Bud Ref	Project	Amount	Budget Date	Open Item Key
<input type="checkbox"/>	1	500	1111030	11100	11000	2019		5.00	11/02/2018	0102377
<input type="checkbox"/>	2	500	1111030	11100	11000	2019		-5.00	11/02/2018	

Lines to add 1

Totals Personalize Find View All First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
51000	2	5.00	5.00	N	N

Save Notify Refresh Add Update/Display

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

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 0000601096

Journal Date = 2018-11-02

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

Search Results

Business Unit	GL Journal ID	Journal Date	UnPost Sequence	Journal Process	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
51000	0000601096	2018-11-02	0	01	CREATE	Create Journal	11/02/2018 10:53:32.000000AM	OITKATE		Journal has been created by Create/Update Journal Entries component.

Return to Search Notify