KK.060.006 - PERFORMING ACTIVITY LOG INQUIRIES

Purpose	• To create an Activity Log inquiry. • To identify source transactions. • To use the Activity Log drilldown feature. • To save an Activity Log inquiry.
Description	This topic addresses how to perform an Activity Log Inquiry. The Activity Log can be used when users want to know which budgets the budget-checking transactions updated, as well as the nature of the source transaction lines making up the transactions. Each time a source transaction is budget checked, an entry is made into the Activity Log and a Commitment Control Tran ID is assigned.
Security Role	BOR_KK_INQUIRY
Dependencies/ Constraints	None
Additional Information	• Activity Log criteria can be saved and used for later. • Examples of source transactions include: AP_ACCT_LN, AP_VOUCHER, AR_MISCPAY, AR_REVEST, EX_EXSHEET, EX_TRVAUTH, GL_BD_JRNL, GL_JRNL, PO_ENC and REQ_PREENC.

Procedure

Below are step-by-step instructions on using the Activity Log inquiry to get more information about a Voucher from a Ledger Group.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Commitment Control** link.
4.	Click the **Review Budget Activities** link.
5.	Click the **Activity Log** link. The Activity Log allows users to drilldown into the transaction line as well as to the Budget Details for that specific ChartField combination. The Activity Log allows users to search for entries by transaction type, ledger group, business unit, transaction ID, process statusTO process instance.
6.	Enter "**activity**" in the **Inquiry Name** field.
7.	Enter "**activity log**" in the **Description** field.
8.	Click an entry in the **Transaction Type** column.
9.	Click an entry in the **Ledger Group** column.
10.	Enter a Voucher ID in the **Voucher ID From** field.
11.	Click the **Search** button.
12.	Click the **Show all columns** icon.
13.	Click the **Drill Down** button.
14.	Click the **View Related Links** button. A new browser window opens to display the **Voucher Accounting Entries** page. From this page users can select either of the displayed links.
15.	Click the **Cancel** button.
16.	Return to the Commitment Control Activity Log browser tab.
17.	Click the **OK** button.
18.	Click the Return to **Budget Detail** button.
19.	A new browser window opens to display the **Commitment Control Budget Details** page. Once users review this page, close the browser window and return to the previous page.
20.	To save search criteria, click the **Save** button.