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.