
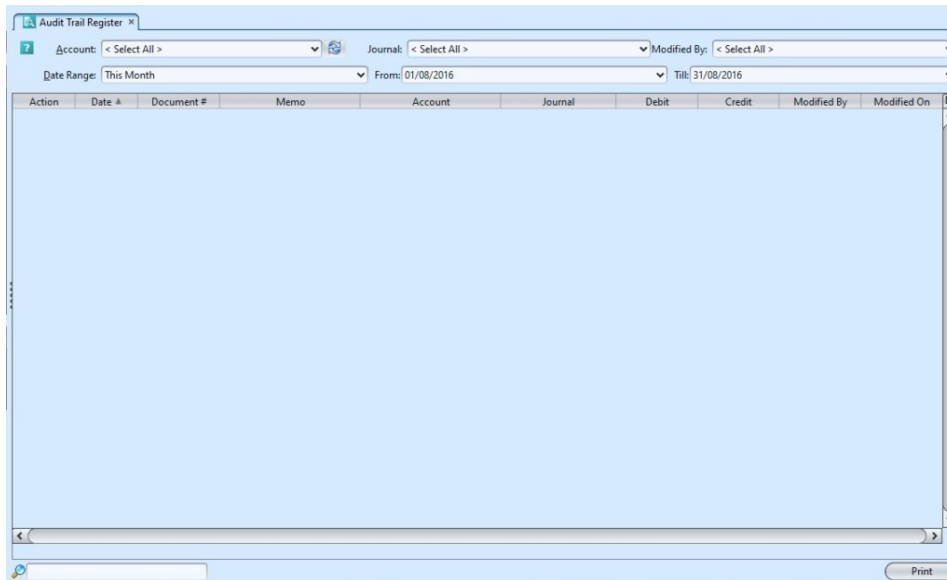


Audit Trail Register


Audit Trail Register allows user to view audit trail / log for journal entries, to see who modified the entries and when. Below actions are available under **“Audit Trail Register”**:

 View and search audit log for journal entries that were modified by users



Field Name	Description	Mandatory Information
Account	Select an account to view or select all	Y
Journal	Select an journal to view or select all	Y
Modified By	Select to view documents trail which were modified by a certain user or select all users	Y
Date Range	Select period of documents to view	Y
From	Self-explanatory	Y
Till	Self-explanatory	Y

View and Search for Audit Log for Journal Entries Modified by Users

1. Select account from drop-down list on top left of screen and click  button on top of screen

2. Enter search parameter to filter the result, i.e. type in the document number in the search textfield box at the bottom left of screen

Audit Trail Register

Account: 1010 - Gross Invoiced Sales - Third Party Journal: < Select All > Modified By: < Select All >

Date Range: This Month From: 01/08/2016 Till: 31/08/2016

Action	Date	Document #	Memo	Account	Journal	Debit	Credit	Modified By	Modified On
Current	Aug 22, 2016	M0004/16	Invoice To : Sasa - Bugis	1010 - Gross Invoiced Sales - Third Party	Sales Journal - SGD	171.96		Noe Saglio	Aug 22, 2016
Current	Aug 22, 2016	M0004/16	Invoice To : Sasa - Bugis	1010 - Gross Invoiced Sales - Third Party	Sales Journal - SGD		859.81	Noe Saglio	Aug 22, 2016

Selected row 1 of 2 records. Total 2 records.

Search Engine

Print

3. Right click on a record and select an option to see more details

Audit Trail Register

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Date Range: This Month From: 01/08/2016 Till: 31/08/2016

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Open Journal Entry

Open Account Register