
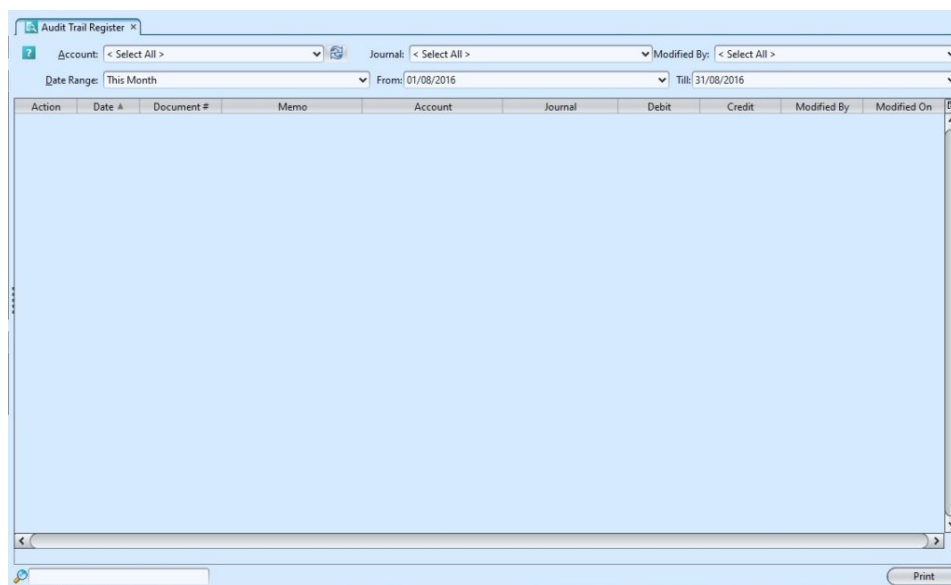


# Audit Trail Register


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 from the total 2 records.

Search Engine

Print

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

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  |
|---------|--------------|------------|---------------------------|---|---------------------|--------|--------|-------------|--------------|
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Open Journal Entry

Open Account Register