SUPPLIER AUDIT FRAMEWORK (AUDIT LOGGING)

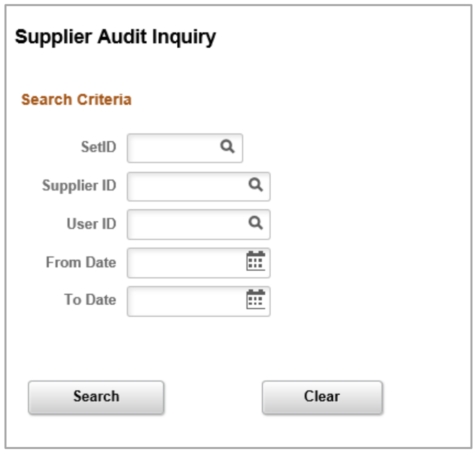
The Supplier Audit Framework (Audit Logging) is a centralized structure that allows users to follow audit trails, including User ID and the date/time of specific actions. For example, users can use audit logging to find out who updated supplier banking information or who approved a supplier and the date/time the action was taken. The purpose of this job aid is to demonstrate how to search audit logs, which requires the BOR_PO_VENDORS_APPROVE role.

Supplier Audit logging is enabled for multiple supplier information fields including those found on the Address, Contacts, and Location tabs including banking information. Audit Logs can be searched in one of three ways:

1. Supplier Audit Inquiry page
2. Supplier Audit Log report
3. Query Supplier Audit Log table

1. To Search Audit Logs via the Supplier Audit Inquiry Page

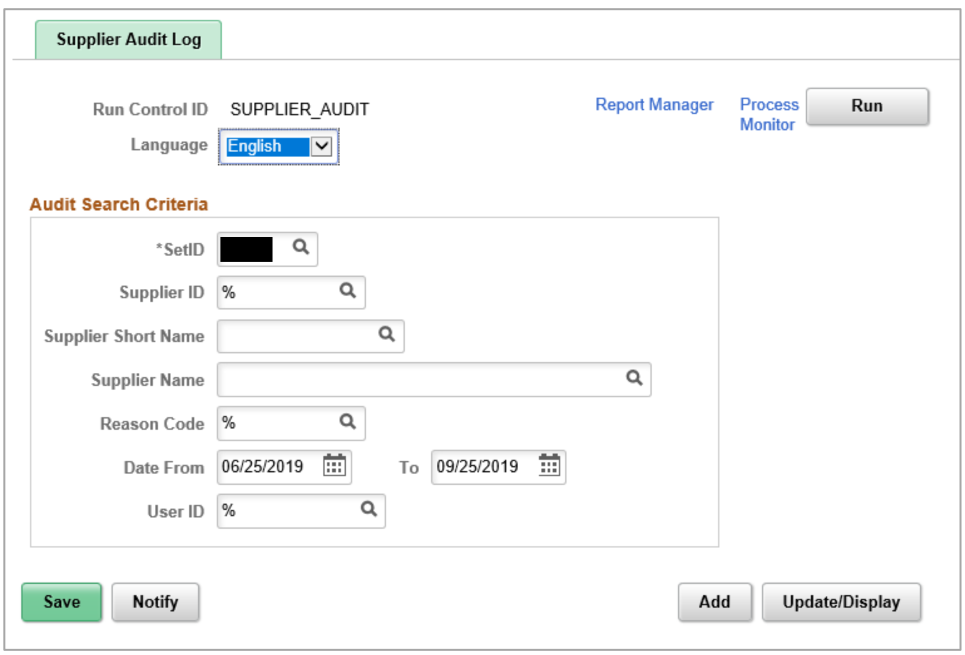
Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Suppliers** link.
4.	Click the **Supplier Information** link.
5.	Click the **Maintain** link
6.	Click the **Supplier Audit Inquiry** link.

Step	Action
7.	Enter all fields except for the User ID to initiate the search. 
8.	Click the Search button to retrieve the requested audit information. An example of audit results is below:

Audit Result Example:

User ID	DateTime Stamp	Group Name	Action	Field Label	Original Value	Changed Value	Reason Code	Comments
AWIL	09/25/2019 1:10 p.m.	Supplier Address	UPDATE	Address 1		120 Main St		
AWIL	09/25/2019 1:10 p.m.	Supplier Address	UPDATE	City		Athens		
AWIL	09/25/2019 1:10 p.m.	Supplier Address	UPDATE	Postal Code		30677		
AWIL	09/25/2019 1:10 p.m.	Supplier Address	UPDATE	State		GA		

2. To Search Audit Logs via the Supplier Audit Log Report

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Suppliers** link.
4.	Click the **Supplier Information** link.
5.	Click the **General Reports** link
6.	Click the **Supplier Audit Log** link.
7.	Select the **Add a New Value** tab to create a new Run Control ID
8.	Click **Add**. The system navigates to the Run Control page
9.	Enter **SetID** and any additional criteria as desired to narrow search results. 
10.	Click the **Save** button. ***Note***: *if users experience an issue when using a wild card (%), leave fields blank and click the Save button again. The system will generate the wild card.*
11.	Click the **Run** button.
12.	The Process Scheduler Request popup appears. Click the **OK** button.
13.	Users can navigate to the Process Monitor to confirm the Run status updates to success.

Step	Action
14.	Navigate to the Report Manager to view the report pdf file. Example of a report pdf output below.

Report pdf File Example:

ORACLE

PeopleSoft Accounts Payable

SUPPLIER AUDIT LOG

Page No 1
Run Date 25-Sep-2019
Run Time 10:59:18

Set ID: [redacted]
Supplier ID:
Name:
User ID:
Date From: 25-Jun-2019
Date To: 25-Sep-2019
Reason Code:

Supplier ID: **0000409594**

User ID: **AWIL**[redacted]

Supplier Address

Action Code	Reason Code	Action Date	Record Name	Field Name	Original Value	Changed Value	Comments	KEY 1	KEY 2	KEY 3	KEY 4	KEY 5	KEY 6
Update/Display		25-Sep-2019 10:10:31 AM	VENDOR_ADDR	Address 1		120 Main St		1	2019-09-25				
Update/Display		25-Sep-2019 10:10:31 AM	VENDOR_ADDR	City		Athens		1	2019-09-25				
Update/Display		25-Sep-2019 10:10:31 AM	VENDOR_ADDR	Postal Code		30677		1	2019-09-25				
Update/Display		25-Sep-2019 10:10:31 AM	VENDOR_ADDR	State		GA		1	2019-09-25				

3. Create a Query on the Supplier Audit Log Table

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Reporting Tools** link.
4.	Click the **Query** link.
5.	Click the **Query Manager** link.
6.	Click the **Create New Query** link.
7.	Enter "vndr_audit_summ" into the **begins with** field.
8.	Click the **Search** button.
9.	Click **Add Record** link.
10.	Click **Check All** button or select desired fields.
11.	Users can add criteria as desired to narrow search results. ITS recommends users specify the date via the **DATETIME_STAMP – DateTime Stamp**. When entering the date, make sure to enter the date in a YYYY- MM - DD format.

Step	Action
12.	Click the **Run** tab.
13.	The system returns query output as shown below:

Query Output Example:

View All | Rerun Query | Download to Excel | Download to XML   First 1-4 of 4 Last

	SetID	Supplier	User	Index Key	DateTime	Group ID	Group Name	Action	Record	Field Name	Label Text	Original Value	Changed Value	Reason	Comments	Occurs Lvl	Instance	1st Key	2nd Key
1	[redacted]	0000409594	AWIL[redacted]	1	09/25/2019 1:10:31PM	GRP09	Supplier Address	U	VENDOR_ADDR	ADDRESS1	Address 1		120 Main St			2	0	1	2019-09-25
2	[redacted]	0000409594	AWIL[redacted]	2	09/25/2019 1:10:31PM	GRP09	Supplier Address	U	VENDOR_ADDR	CITY	City		Athens			2	0	1	2019-09-25
3	[redacted]	0000409594	AWIL[redacted]	3	09/25/2019 1:10:31PM	GRP09	Supplier Address	U	VENDOR_ADDR	POSTAL	Postal Code		30677			2	0	1	2019-09-25
4	[redacted]	0000409594	AWIL[redacted]	4	09/25/2019 1:10:31PM	GRP09	Supplier Address	U	VENDOR_ADDR	STATE	State		GA			2	0	1	2019-09-25