



Auditing Creditors and Payroll information

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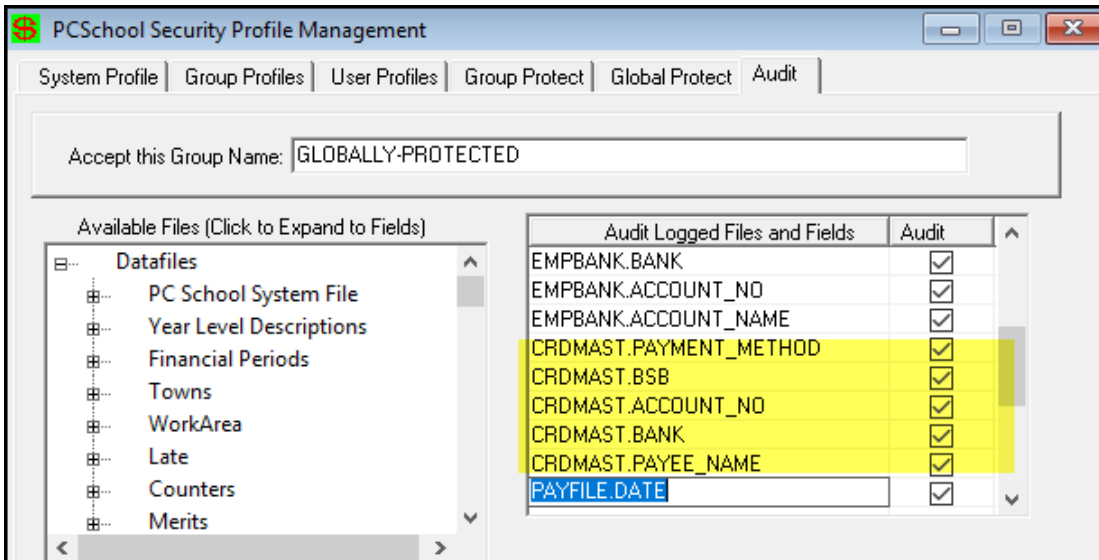
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How to set up your Audit Log for Creditors and Payroll

You will have to have the correct security to be able to do this (for further information see: http://www.pcschool.net/wp-content/pcschool-uploads/tools_sysadmin/pcauditlog.pdf)

Path: Scholastic > Utilities > Users Security Set up

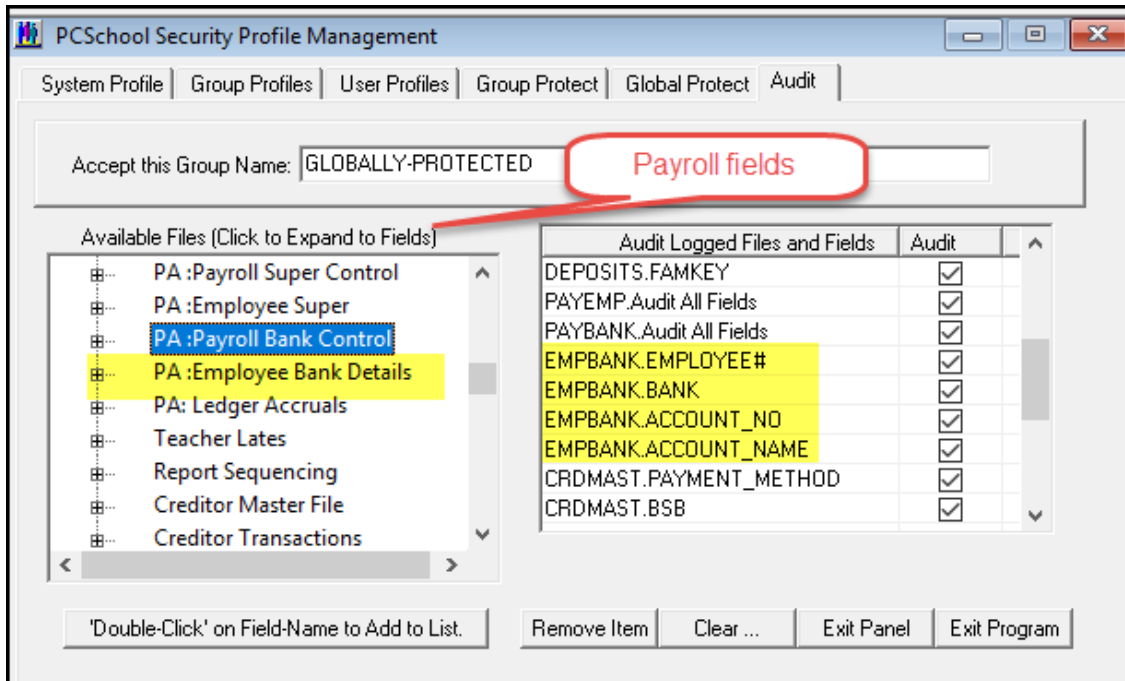
Creditors - Audit the following fields:



Creditor Master File:
Payment Method, BSB, Account_No., Bank, Payee_Name

Payment Hold File:
Date, Credcode, BSB, Account_no, Bank, Payee Name

Payroll - Audit the following fields:



PA:Employee Bank Details:

Employee#, Bank, Account No. & Account Name

Payment Hold File:

Date, Credcode, BSB, Account_no, Bank, Payee Name

Creditors Master file – Audit for bank account changes:

Currently how set up:

The screenshot shows the 'Creditor Master File' window for 'Australian Geographic'. The 'Code' is 'AGEOGRAPHI'. The 'Address' is 'P O box 9321', 'Town' is 'SOMEWHERE', and 'Postcode' is '2000 NSW'. The 'Payment Method' is 'CH'. The 'Payee Name' is 'Australian Geographic' and the 'Payee Address' is 'P O box 3212'. The 'Bank' is 'ANC' and the 'Account No.' is '4656450'. The 'Analysis Code' is 'Library Suppliers' and the 'Default Entity' is 'COLLEGE Somewhere College'. The 'Payment Priority' is '0' and the 'Credit Limit' is '0'. The 'Def. Ledger Acc.' is '2620 0 Subscriptions'. The window has tabs for '1 Payment Details', '2 History', '3 Transactions', '4 Orders', '5 Notes', and '6 Dated Comments'. The bottom bar contains 'Save Creditor F2', 'Delete Creditor D', 'Clear All F5', and 'Exit View'.

Making the changes:

This screenshot shows the same 'Creditor Master File' window, but with several fields highlighted in yellow to indicate changes. A red callout bubble with the text 'Changed fields' points to these areas. The 'Payment Method' is now 'EL'. The 'Payee Name' is changed to 'MY Account'. The 'Payee Address' is changed to 'P O box 3212'. The 'Bank BSB Number' is '084-231'. The 'Account No.' is '4656450'. The 'Bank' is now 'ANC'. The 'Altered Bank Details' checkbox is checked. The 'Analysis Code' is 'Library Suppliers' and the 'Default Entity' is 'COLLEGE Somewhere College'. The 'Payment Priority' is '0' and the 'Credit Limit' is '0'. The 'Def. Ledger Acc.' is '2620 0 Subscriptions'. The window has tabs for '1 Payment Details', '2 History', '3 Transactions', '4 Orders', '5 Notes', and '6 Dated Comments'. The bottom bar contains 'Save Creditor F2', 'Delete Creditor D', 'Clear All F5', and 'Exit View'.

Log on to Scholastics> Utilities > Audit Log

The screenshot shows the 'Audit Log' window with a table of transactions and a detailed view of a specific record. The table lists various actions like 'Modified', 'New rec', and 'Logon' with their respective dates, times, subjects, results, descriptions, keyfields, and users. A yellow circle '1' highlights the first row where 'Creditor Master View' for 'AGEOGRAPHI' was modified by user '1925#' on 20/07/2018 at 11:15:59. Below the table, a detailed view of this record is shown, with a yellow circle '2' highlighting the 'PAYMENT_METH Mod CH TO EL' field. Other modified fields include BSB, ACCOUNT_NO, BANK, and PAYEE_NAME. The interface also includes filters, date range selectors, report style settings, and output options.

Date	Time	Subject	Result	Desc	Keyfield	User
20/07/2018	11:15:59	DATA	Modified	Creditor Master View	AGEOGRAPHI	1925#
20/07/2018	10:43:15	DATA	New rec	Sundry Transaction Entry		1925#
20/07/2018	09:31:09	DATA	New rec	Sundry Transaction Entry		1925#
20/07/2018	09:31:03	DATA	Deleted	Sundry Transaction Entry	CONNORS 0	1925#
20/07/2018	09:30:49	DATA	Deleted	Sundry Transaction Entry	CONNORS 0	1925#
20/07/2018	09:30:48	DATA	New rec	Sundry Transaction Entry		1925#
20/07/2018	09:30:27	DATA	New rec	Sundry Transaction Entry		1925#
20/07/2018	09:27:07	Logon	OK	Logon	HORSUP	HORSUP
20/07/2018	09:26:11	Logon	OK	Logon	HORSUP	HORSUP
20/07/2018	09:26:07	Logon	FAILED	Logon	HORSUP	HORSUP
20/07/2018	08:29:42	Logon	OK	Logon	HORSUP	HORSUP
19/07/2018	14:16:48	Logon	OK	Logon	HORSUP	HORSUP
19/07/2018	14:08:14	Logon	OK	Logon	HORSUP	HORSUP

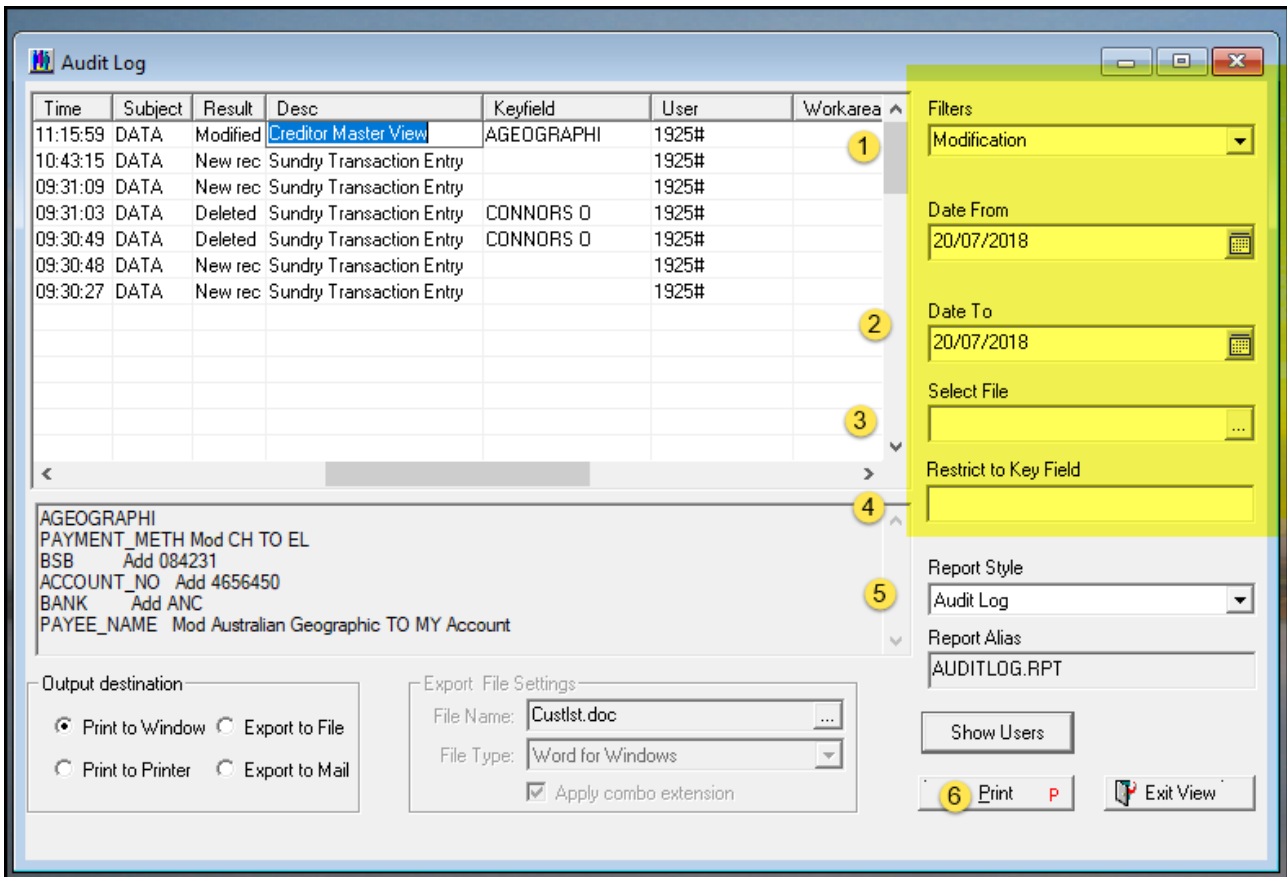
AGEOGRAPHI
 PAYMENT_METH Mod CH TO EL
 BSB Add 084231
 ACCOUNT_NO Add 4656450
 BANK Add ANC
 PAYEE_NAME Mod Australian Geographic TO MY Account

Output destination:
 Print to Window Export to File
 Print to Printer Export to Mail

Export: File Settings:
 File Name: Custlst.doc
 File Type: Word for Windows
 Apply combo extension

Filters: All
 Date From:
 Date To:
 Select File:
 Restrict to Key Field:
 Report Style: Audit Log
 Report Alias: AUDITLOG.RPT
 Show Users
 Print P Exit View

1. This shows that on the 20.7.18 Creditor – Ageographic was modified
2. This shows the following fields modified:
 - Payment method was Modified from CH to EL
 - BSB was Add
 - Account No. Add
 - Bank Add ANC
 - Payee- Name modified



A selection can be made by using Filters to narrow down the search as:

1. [Modification]
2. [Date From] &* [Date To]
3. [Select File]
4. [Restrict to Key Field]
5. [Report Style] – select from drop down how you wish to display the report
6. [Print]

Example of one report:

Audit Log Report		
Modifications		
Date	User	
<hr/>		
SQL_DRV:CR1		
20/07/2018 11:15:59	1925#	AGEOGRAPHI PAYMENT_METH Mod CH TO EL BSB Add 084231 ACCOUNT_NO Add 4656450 BANK Add ANC PAYEE_NAME Mod Australian Geographic TO MY Account
<hr/>		

Payroll - Audit for bank account changes:

Current set up:

Payroll Employee view

Staff Code: Tax File Number/ABN:

Given Names: Surname:

Status: Birth Date: Payment Hold

Classification: Department: Non Resident

Date Arrived: Date Left: Group Certificate Done

1 Pay Detail | 2 Leave | 3 History | 4 Std Pay | 5 Super | 6 Banking | 7 Comments | 8 Dated Comments | 9 Transactions | 0 Absence | 1 Delete

Bank BSB >>	Bank >>	Branch	Account No	Account Name	Format >>	Value	Desc	Priority	New
063542	ANZ		10021676	T Moon	\$	0.00		0.0000	<input type="checkbox"/>

Making the changes:

Payroll Employee view

Staff Code: Tax File Number/ABN:

Given Names: Surname:

Status: Birth Date: Payment Hold

Classification: Department: Non Resident

Date Arrived: Date Left: Group Certificate Done

1 Pay Detail | 2 Leave | 3 History | 4 Std Pay | 5 Super | 6 Banking | 7 Comments | 8 Dated Comments | 9 Transactions | 0 Absence | 1 Delete

Bank BSB >>	Bank >>	Branch	Account No	Account Name	Format >>	Value	Desc	Priority	New
033621	ADE		999999	T Smith	\$	0.00		0.0000	<input type="checkbox"/>

Changed bank accounts

Log on to Scholastics > Utilities > Audit Log

Audit Log

Date	Time	Subject	Result	Desc	Keyfield	User
20/07/2018	11:53:07	DATA	Modified	Payroll Employee View		1925#
20/07/2018	11:53:07	DATA	Modified	Payroll Employee View	033621	1925#
20/07/2018	11:15:59	DATA	Modified	Creditor Master View	AGEOGRAPHI	1925#
20/07/2018	10:43:15	DATA	New rec	Sundry Transaction Entry		1925#
20/07/2018	09:31:09	DATA	New rec	Sundry Transaction Entry		1925#
20/07/2018	09:31:03	DATA	Deleted	Sundry Transaction Entry	CONNORS 0	1925#
20/07/2018	09:30:49	DATA	Deleted	Sundry Transaction Entry	CONNORS 0	1925#
20/07/2018	09:30:48	DATA	New rec	Sundry Transaction Entry		1925#
20/07/2018	09:30:27	DATA	New rec	Sundry Transaction Entry		1925#

BANK Mod 063542 TO 033621
ACCOUNT_NO Mod 10021676 TO 999999
ACCOUNT_NAME Mod T Moon TO T Smith

Filters:

Date From:

Date To:

Select File:

Restrict to Key Field:

Report Style:

Report Alias:

Show Users:

Print:

Output destination: Print to Window Export to File Print to Printer Export to Mail

Export File Settings: File Name: File Type: Apply combo extension

This shows that the following changes were made:

- Change Bank BSb
- Account No. changed
- Account Name Changed

The screenshot shows an 'Audit Log' window with a table of transactions and a 'Filters' panel on the right. The table has columns for Date, Time, Subject, Result, Desc, Keyfield, and User. A specific entry is highlighted in yellow, showing a modification of 'Payroll Employee View' for keyfield '033621' by user '1925#' on 20/07/2018 at 11:53:07. Below the table, a detailed view of this entry is shown, indicating the 'BANK' was changed from 'ANZ' to 'ADE'.

Date	Time	Subject	Result	Desc	Keyfield	User
20/07/2018	11:53:07	DATA	Modified	Payroll Employee View	033621	1925#
20/07/2018	11:15:59	DATA	Modified	Creditor Master View	AGEOGRAPHI	1925#
20/07/2018	10:43:15	DATA	New rec	Sundry Transaction Entry		1925#
20/07/2018	09:31:09	DATA	New rec	Sundry Transaction Entry		1925#
20/07/2018	09:31:03	DATA	Deleted	Sundry Transaction Entry	CONNORS 0	1925#
20/07/2018	09:30:49	DATA	Deleted	Sundry Transaction Entry	CONNORS 0	1925#
20/07/2018	09:30:48	DATA	New rec	Sundry Transaction Entry		1925#
20/07/2018	09:30:27	DATA	New rec	Sundry Transaction Entry		1925#

Filters

Modification

Date From: 20/07/2018

Date To: 20/07/2018

Select File

Restrict to Key Field

Report Style

033621
BANK Mod ANZ TO ADE

This shows that the Bank was changed from ANZ to ADE