



GENESIS

How to Guide How to View System audit trail

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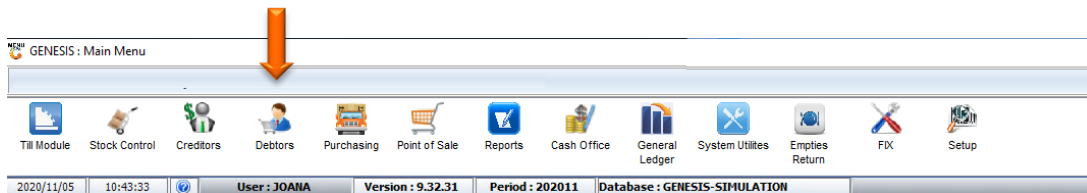
1. **Open** Genesis Menu.



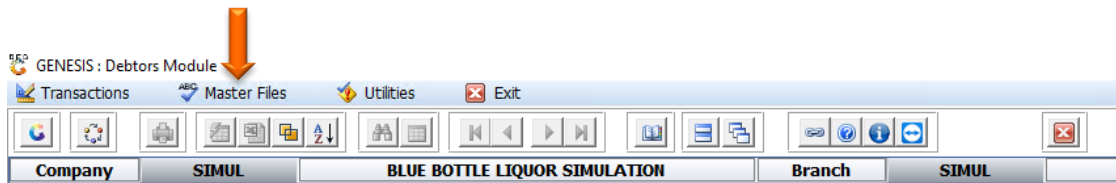
2. Type **User code** and **Password**.

A screenshot of the "GENESIS Main Module" login window. At the top, it says "GENESIS Main Module". Below that is a "Select Company" dropdown menu with "BLUE BOTTLE LIQUOR SIMULATION" selected. To the left is the Genesis logo. To the right are two input fields: "User Code" and "Password". Two orange arrows point to these fields from the right. Below the input fields are "Cancel" and "OK" buttons. At the bottom, there is a status bar with "CMN999", "GENESIS Main Module", and "Version : 10.33.51".

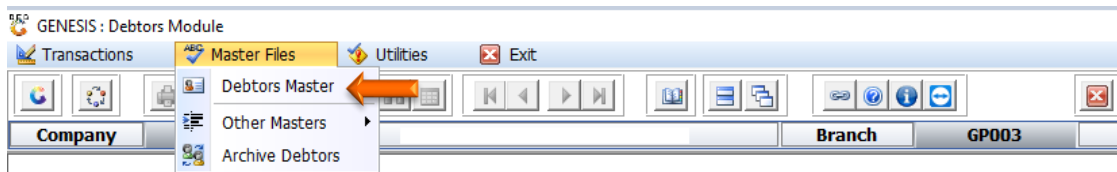
3. Open **Debtors** from the Main menu.



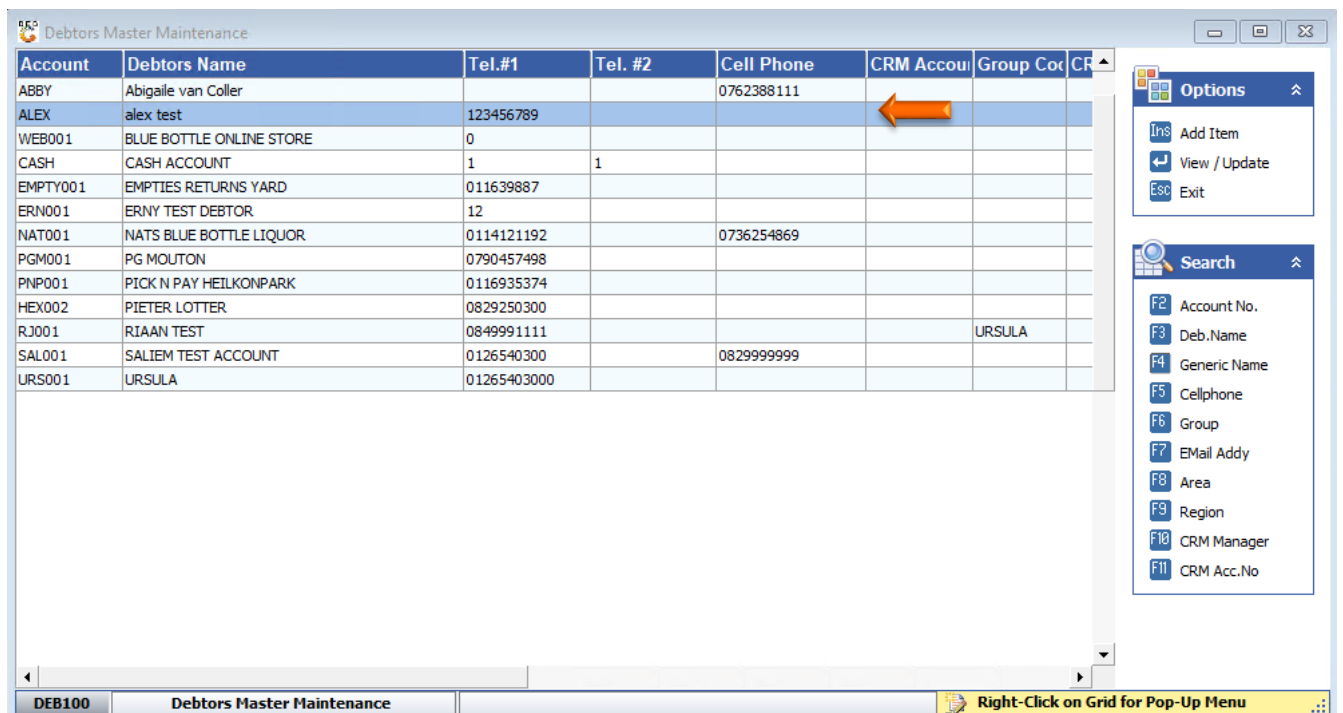
4. Click on **Master Files**.



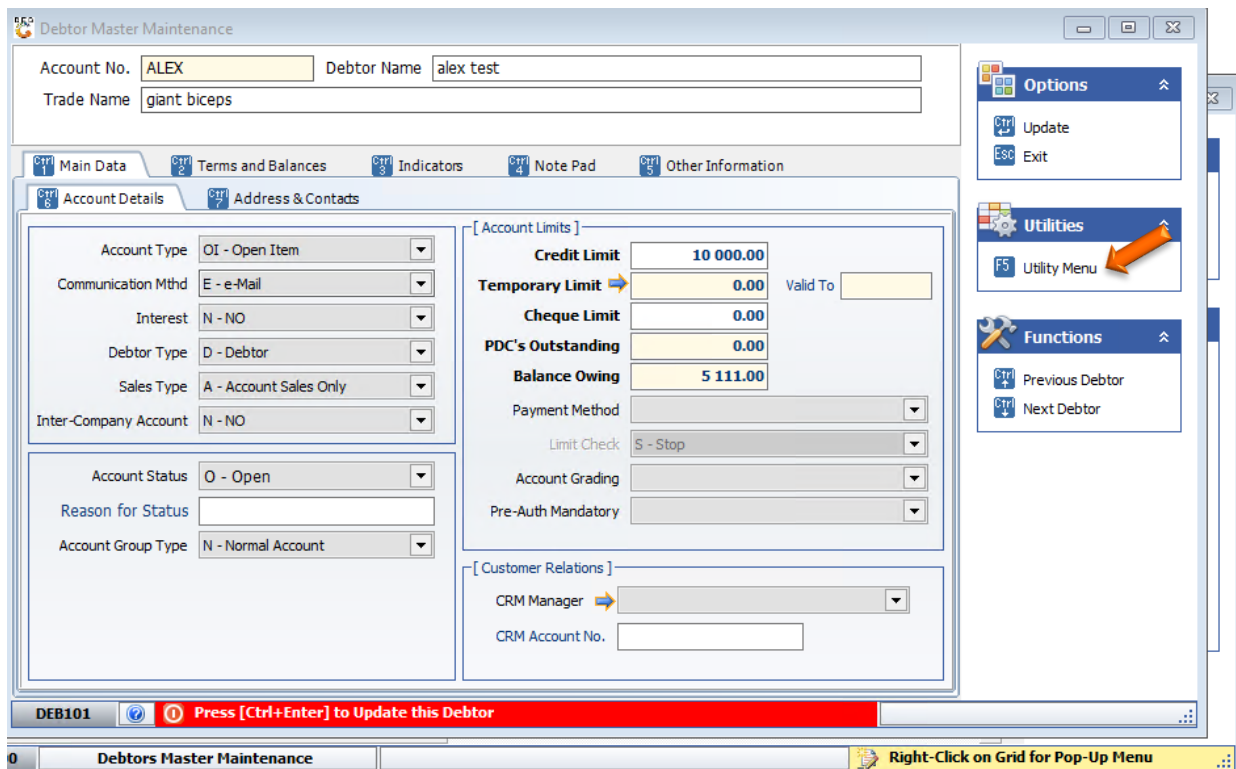
5. Click on **Debtors Master** from the drop-down menu.



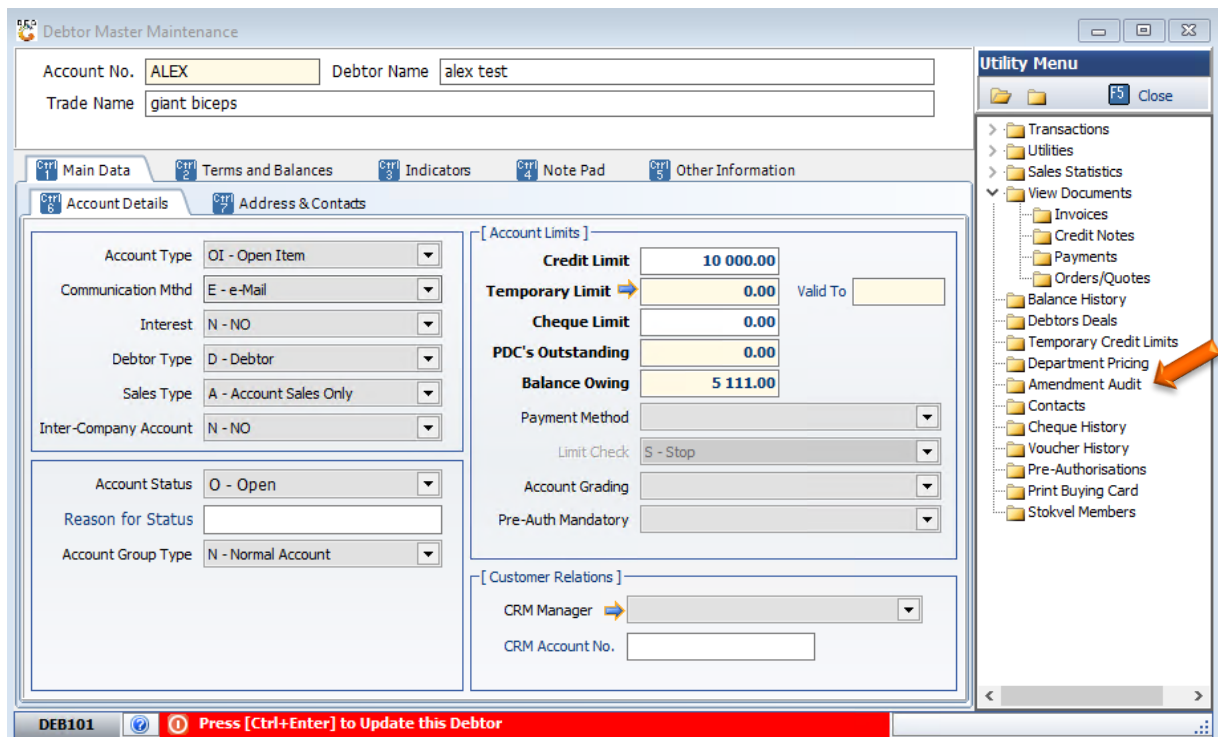
6. When prompted to the following page **double click** on the **Debtor** you wish to view the report on.



7. Once opened click on **Utility Menu** or **F5**.



8. Go to **View Documents** then click on **Amendment Audit**.



9. Once opened you will be prompted to the below image. You can view all the changes that have been made to this Debtor.

The screenshot shows the 'System Audit Trail' window. At the top, there are input fields for 'Account' (ALEX) and 'Name' (alex test). Below this is a table with the following data:

Field Name	Change Details	Changed by	Change Dat	Change Tim	Link Code	Account
RESTORE	RESTORE FROM ARCHIVE	ALEX	2021/09/06	16:21:48		ALEX
ARCHIVE	ARCHIVE DEBTOR	ALEX	2021/09/06	16:01:20		ALEX
CreditLimit	Credit Limit	ALEX	2021/09/06	15:38:06		ALEX
NEW DEBTOR	Add New Debtor	ALEX	2021/09/06	15:24:14		ALEX

Below the table, there are input fields for 'Field' (RESTORE), 'Description' (RESTORE FROM ARCHIVE), 'Old Text' (RESTORE DEBTOR), 'New Text' (RESTORE DEBTOR), 'Old Value' (0.00), and 'New Value' (0.00). On the right side, there are two dropdown menus: 'Options' with 'Exit' and 'Grid Options' with 'Customise', 'Print Grid', and 'Export to Excel'. The status bar at the bottom shows 'GEN021 System Audit Trail'.

10. When you press F2 or click on Customize you will be prompted to the below. Here you can customize the view of the layout to your specific needs.

The screenshot shows the 'Grid Customisation Settings' dialog box. It contains a list of columns with checkboxes to select or hide them. The columns and their selection status are:

- RecID
- Form
- Stock Code
- Description
- Field Name
- Change Details
- Old Text
- New Text
- Old Value
- New Value
- Changed by
- Change Date
- Change Time
- Link Code
- Account
- Changed On Machine

On the right side, there are three dropdown menus: 'Options' with 'Save Settings' (F10) and 'Exit' (Esc); 'Functions' with 'Select ALL' (F2), 'De-Select ALL' (F3), and 'Restore Defaults' (F9); and 'Order Colum...' with 'Move Column UP' (Ctrl+) and 'Move Column DOWN' (Ctrl-). The status bar at the bottom shows 'CMN005 Customise Grid Display Settings'.

11. When you press F3 or click on Print grid you will see the below. This will be the print preview for you to print.

Company : [SIMUL] SIMULATION Date : 2021/09/08
 Program : [Version: 10.33.51] GEN021 - System Audit Trail Time : 08:02:00
 User : ALEX Page : 1

RecID	Form	Stock Code	Description	Field Name
274819	DEB101		alex test	RESTORE
274818	DEB101		alex test	ARCHIVE
274817	DEB101		alex test	CreditLimit
274816	DEB101		alex test	NEW DEBTOR

<Filter is Empty>

12. When you press on F4 or click on Export to excel you will be automatically prompted to excel where all the info will be placed in columns for your convenience.

RecID	Form	Stock Code	Description	Field Name	Change Details	Old Text	New Text	Old Value	New Value	Changed by	Change Date	Change Time	Link Code	Account	Changed On
274819	DEB101		alex test	RESTORE	RESTORE FROM ARCHIVE	RESTORE DEBTOR	RESTORE DEBTOR	0.00	0.00	ALEX	2021/09/06	16:21:48		ALEX	BBLWeb
274818	DEB101		alex test	ARCHIVE	ARCHIVE DEBTOR	ARCHIVE DEBTOR	ARCHIVE DEBTOR	0.00	0.00	ALEX	2021/09/06	16:01:20		ALEX	BBLWeb
274817	DEB101		alex test	CreditLimit	Credit Limit		50000	0.00	0.00	ALEX	2021/09/06	15:38:06		ALEX	BBLWeb
274816	DEB101		alex test	NEW DEBTOR	Add New Debtor			0.00	0.00	ALEX	2021/09/06	15:24:14		ALEX	C452619E