

GENESIS

How to Guide How to View System audit trail

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS Main Module											
Select Company BLUE BOTTLE LIQUOR SIMULATION											
	User Code Password										
GENESI	S 🔞 <u>C</u> ancel	ок									
CMN999 GENESIS Main Module Version : 10.3											

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

GENESIS :	Main Menu	-											
	ali cartari	8					1				X	Setur	
2020/11/05	10:43:33	Creditors	User: JOANA	Ver	sion : 9.32.31	Period :	202011	Ledger	ESIS-SIMULATIO	Return	PIX	Setup	

4. Click on Master Files.

👸 GENESIS : Debt	tors Module						
Kan Stransactions	Master Files	救 Utilities	🔀 Exit				
G		≵ ↓ /# Ⅲ			F1 00	•	
Company	SIMUL	BLUE BO	OTTLE LIQUOR SIN	MULATION	Branch	SIMUL	

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.

C Debtors N	Aaster Maintenance						
Account	Debtors Name	Tel.#1	Tel. #2	Cell Phone	CRM Accou	Group Coc CR	
ABBY	Abigaile van Coller	Í	Í	0762388111			📲 Options 🛛 🛠
ALEX	alex test	123456789					
WEB001	BLUE BOTTLE ONLINE STORE	0					Ins Add Item
CASH	CASH ACCOUNT	1	1				🛃 View / Update
EMPTY001	EMPTIES RETURNS YARD	011639887					Esc Exit
ERN001	ERNY TEST DEBTOR	12					
NAT001	NATS BLUE BOTTLE LIQUOR	0114121192		0736254869			
PGM001	PG MOUTON	0790457498					🖳 Search 🛛 🛠
PNP001	PICK N PAY HEILKONPARK	0116935374					
HEX002	PIETER LOTTER	0829250300					F2 Account No.
RJ001	RIAAN TEST	0849991111				URSULA	Deb.Name
SAL001	SALIEM TEST ACCOUNT	0126540300		0829999999			Generic Name
URS001	URSULA	01265403000					E Callabana
							F0 Group F7 EMail Addy F8 Area F9 Region F8 CRM Manager F11 CRM Acc.No
•							
DEB100	Debtors Master Maintenance				1	Right-Click on Grid	for Pop-Up Menu

7. Once opened click on Utility Menu or F5.

💱 Debtor Master Mainte	nance				
Account No. ALEX Trade Name giant b	Options \$ Update				
Main Data	Terms and Balances 🛛 👹 Indica	ators 🚰 Note Pad	Ctrain Other Information	on	Est Exit
Account Type Communication Mthd Interest Debtor Type Sales Type Inter-Company Account Account Status Reason for Status Account Group Type	OI - Open Item ▼ E - e-Mail ▼ N - NO ▼ D - Debtor ▼ A - Account Sales Only ▼ N - NO ▼ O - Open ▼ N - Normal Account ▼	[Account Limits] Credit Limit Temporary Limit ⇒ Cheque Limit PDC's Outstanding Balance Owing Payment Method Limit Check Account Grading Pre-Auth Mandatory CRM Manager ⇒ CRM Account No.	10 000.00 0.00 0.00 5 111.00 S - Stop	Valid To	Utilities Utility Menu Image: Comparison of the second se
DEB101 0	Press [Ctrl+Enter] to Update this	s Debtor			
Debtors Mas	ter Maintenance			Right-C	lick on Grid for Pop-Up Menu

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

Account No. ALEX Debtor Name alex test Trade Name giant biceps Inter-company Account Details Indicators Note Pad Other Information Account Type OI - Open Item Credit Limits Interest Noto Communication Mthd E - e-Mail Credit Limit 10 000.00 Valid To Debtor Type D - Debtor PDC's Outstanding 0.00 Valid To Debtor Type D - Debtor PDC's Outstanding 0.00 Sales Type A - Account Sales Only Payment Method Poletors Peals Inter-Company Account No Payment Method Pre-Auth Mandatory Account Group Type N - Normal Account Pre-Auth Mandatory Pre-Auth Mandatory CRM Manager CRM Manager Stokvel Members
Main Data Terms and Balances Indicators Note Pad Other Information Account Details Address & Contads Account Type OI - Open Item Communication Mthd E - e-Mail Poblor Type D - Debtor Sales Type A - Account Sales Only Inter-Company Account N - Normal Account Company Account N - NO Account Grading Pre-Auth Mandatory Pre-Auth Mandatory Pre-Authorisations Print Buying Card Stokvel Members
CRM Account No.

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

🐮 System Ar	udit Trail						_	
Account A Name a	LEX lex test							
Field Name	Change Details	Changed by	Change Dat	Change Tirr	Link Code	Account		
RESTORE	RESTORE FROM ARCHIVE	ALEX	2021/09/06	16:21:48		ALEX	Dition	s 🌣
ARCHIVE	ARCHIVE DEBTOR	ALEX	2021/09/06	16:01:20		ALEX		
CreditLimit	Credit Limit	ALEX	2021/09/06	15:38:06		ALEX	ESC Exit	
NEW DEBTOR	Add New Debtor	ALEX	2021/09/06	15:24:14		ALEX	L	
•						Þ	F2 Customis F3 Print Grid F4 Export to	e J D Excel
Field	RESTORE	Old Text	RESTORE DEBTOR	Old	Value	0.00		
Description	RESTORE FROM ARCHIVE	New Text	RESTORE DEBTOR	New	Value	0.00		
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.

🐮 Grid Custo	misation Settings		_		\times							
Click on th	e checkbox to select or hide a column from being displayed on the grid.		Option	เร	*							
RecID Form Stock Code Description Field Name Change De Old Text New Text Old Value Change Da Account Changed O Changed O Change Da Change Da State Da Change Da Change Da Change Da Old Change Da Da Da </td <td>tails Y te ne n Machine</td> <td>F10 E30 F2 F3 F3 F3 F3 F3 F3 F3 F3 F3 F3 F3 F3 F3</td> <td>Save Se Exit Select A De-Selec Restore</td> <td>ttings DNS LL tt ALL Defaults Olumn UP</td> <td>* . * WN</td>	tails Y te ne n Machine	F10 E30 F2 F3 F3 F3 F3 F3 F3 F3 F3 F3 F3 F3 F3 F3	Save Se Exit Select A De-Selec Restore	ttings DNS LL tt ALL Defaults Olumn UP	* . * WN							
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 : Program : User :	:ompary : [SIMUL] SIMULATION Program : [Version: 10.33.51] ŒN021 - System Audit Trail Jser : ALEX									
D 10	-	a		C 1111						
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						

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.

File	Н	ome Ins	ert Page Laj	yout Formulas	Data Reviev	v View	Help													යි Share	🖓 Commen	ts
Past	C [⊡c ≪7 Fe	ut opy ~ ormat Painter	Arial Narrow	- 10 - A^ , - □ = - □ <u> </u>		** •	Wrap Text	General	÷0 .00	Conditiona Formatting	Format a Table ~	Normal s Calculation	Bad Check Cell	Good Explanatory	Neutral Input	 	Insert Delete Form	Auto ↓ Fill ∽ ♦ Clear	Sum × AZ Z Sort & Filter ×	Find & Ar	nalyze Data	
_	Clipbo	ard	f <u>s</u> i	Font	Es l	Alignmer	nt G	Numbe	r (2			Styles				Cells		Editing	An	nalysis	^
A1		•	$\times \checkmark f_x$	RecID																		×
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1 R0	cID	Form	Stock Code	Description		Field Name	Change Detail	s		Old Text		New Text		Old Value	New Value	Changed by	/ Change Date	Change Time	Link Code	Account	Changed On M	ac
2	274819	DEB101		alex test		RESTORE	RESTORE FROM	4 ARCHIVE		RESTORE DEBT	DR .	RESTORE DE	BTOR	0.00	0.	00 ALEX	2021/09/06	16:21:48		ALEX	BBLWeb	п.
3	274818	DEB101		alex test		ARCHIVE	ARCHIVE DEBT	OR		ARCHIVE DEBTO	R	ARCHIVE DE	BTOR	0.00	0.	00 ALEX	2021/09/06	16:01:20		ALEX	BBLWeb	
4	274817	DEB101		alex test		CreditLimit	Credit Limit			6		10000		0.00	0.	00 ALEX	2021/09/06	15:38:06		ALEX	BBLWeb	1
5	274816	DEB101		alex test		NEW DEBTOR	Add New Debto	r						0.00	0.	00 ALEX	2021/09/06	15:24:14		ALEX	C452619E	
6 7 8 9																						