Global 3000
Service Pack Note

General Ledger - Journal Auditing

Author	DCP	
Project	ZG60_000135.docx	
Version	1.0	1 of 7

INTRODUCTION

This service pack provides field level auditing for General Ledger Journals.

These changes are only available at sites configured to use the audit database.

Note, the audit database is only available in DBX format and as such is not available at sites holding data in either Unix C-ISAM or 'Native' speedbase format.

The following changes have been made:

A new General Ledger system parameter (labelled 'Audit journals') has been created to control whether or not journal auditing is in use.

If the new parameter is set:

- For each change to an individual field an audit record containing the year, period, batch number, transaction number (for journal lines), date, operator, description of field changed, original value and new value is created.

- For each group of changes an audit header record is created containing the year, period, batch, date, time (approx.), type (e.g. batch details or journal line) and operator.

- An enquiry of the field audit records is available. The enquiry includes options to filter the audit records by financial period, range of dates and range of operators. It lists the audit header records, selecting an audit header record will list the individual field changes associated with it.

- A report listing audit records is available. The report includes options to filter the audit records by financial period, range of dates and range of operators. It also has an option to print just the audit header records or the full details. The journal auditing report can only be produced in PDF format; as such it requires an up-to-date copy of either PDF_In_The_Box or All_In_The_Box to be present on each GX client used to perform the report generation.

Note: Only journals entered, amended or deleted via transaction entry are audited. Journals posted into General Ledger from other Global 3000 modules or via the 'Auto-Transfer' function are not audited.

Technical Note: The service pack includes updated DBDATA files (files DIDATA, DBDATA and DBDATA 1) which will be installed on the program unit ($P). These should be used to overwrite the existing versions on data unit (PAD).

The DBDATA base is usually held in native Speedbase format and if this is the case the new version can simply be moved using $F.

If DBDATA is held in SQL format you should delete all existing DBDATA files and the schema file (located on unit PAD), the new version can then simply be moved using $F and kept in native Speedbase format (DBDATA is only used for reference purposes and as such there is no benefit in holding it in SQL format). Alternatively if you wish to hold DBDATA in SQL format you should use $BADN to convert it from native Speedbase to SQL format.

DOCUMENTATION CHANGES

GL Journal Auditing Enquiry – Audit Sessions
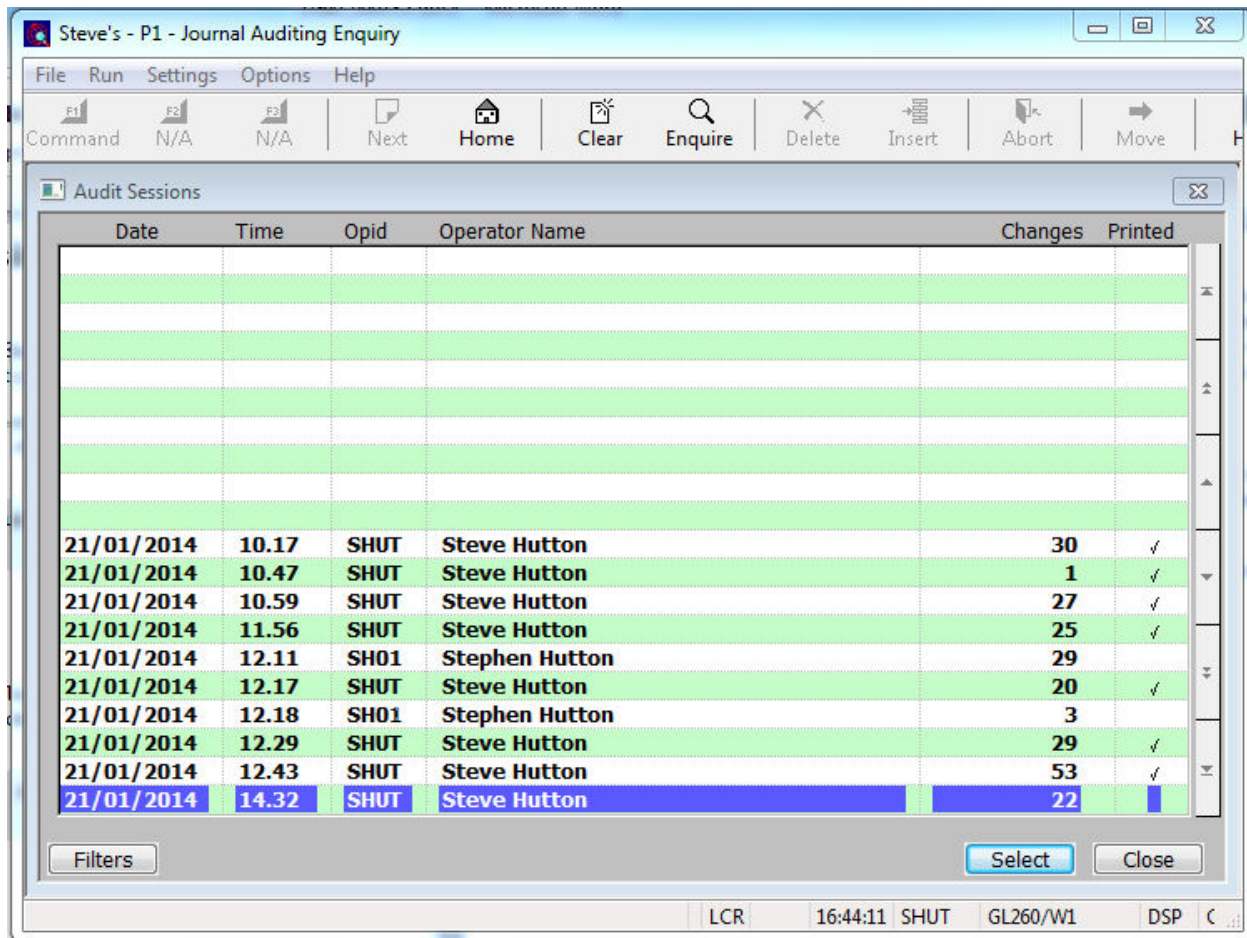
This window appears when you select 'Journal Auditing Enquiry' from the 'Enquiries' menu in systems that are configured to audit journals.

Purpose   This enquiry lists audit sessions in chronological order. Selecting an audit session shows a summary of the changes made during that session; individual field changes can then be viewed.

Note   This function is only available at sites configured to use the audit database.

The buttons are:

**Select**   Press this to view the actual field changes made.

Filters   This allows you to limit the items included in the list based on the financial period in which the change was made, date of change or the operator that made the change.

Note   The filters entered apply to the audit session window, audit record window and the individual field changes.

Close   Select this to return to the Enquiries menu.

Author	DCP	
Project	ZG60_000135.docx	
Version	1.0	3 of 7

GL Journal Auditing Enquiry – Audit Records
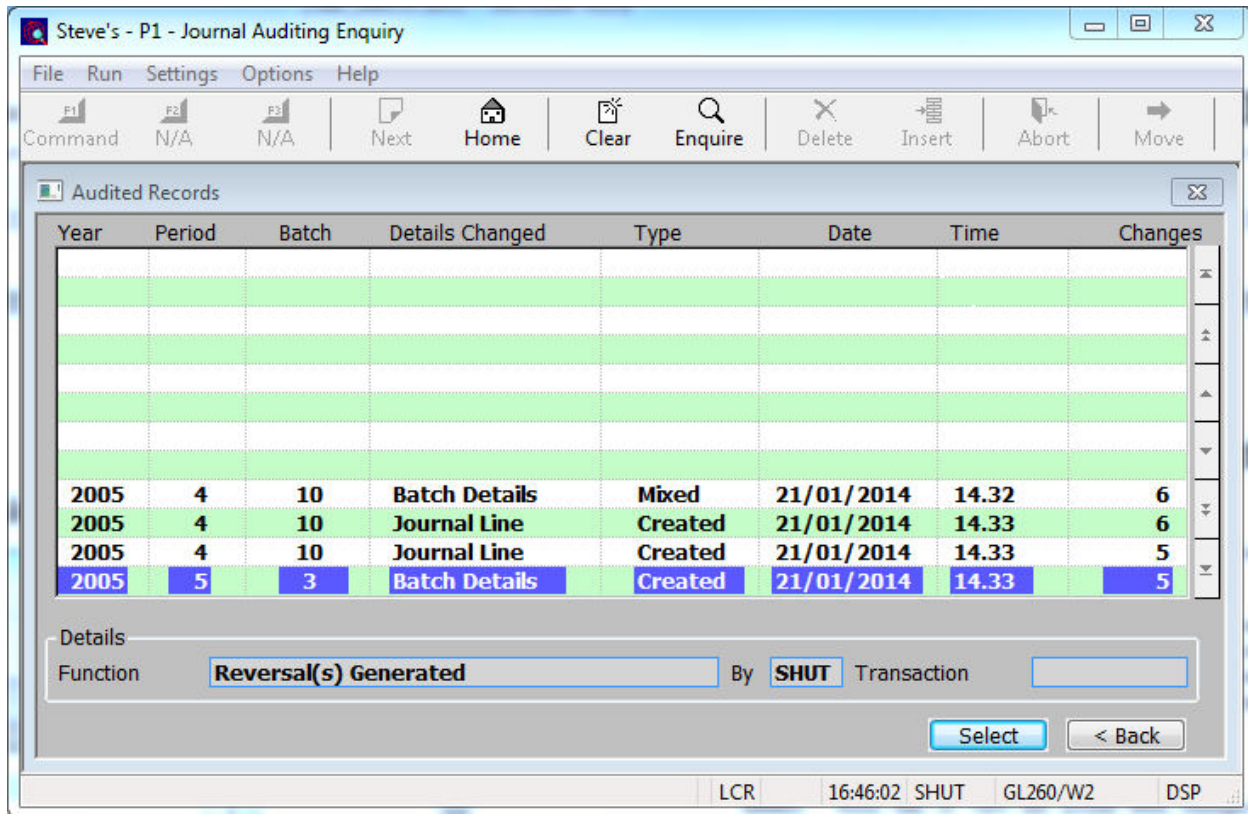
This window appears when you select an audit session in the preceding window.

Purpose This enquiry window lists summarised account changes made during the selected audit session. The details shown include the year, period, batch number, date of changes, type of change, time of changes (approximate), operator id responsible for the changes and the number of fields changed.

The buttons are:

Select Press this to view the actual field changes made. The audit changes window is then displayed listing each field changed along with its original and updated values.

< Back Select this to return to the Audit Sessions window.

GL Journal Auditing Report
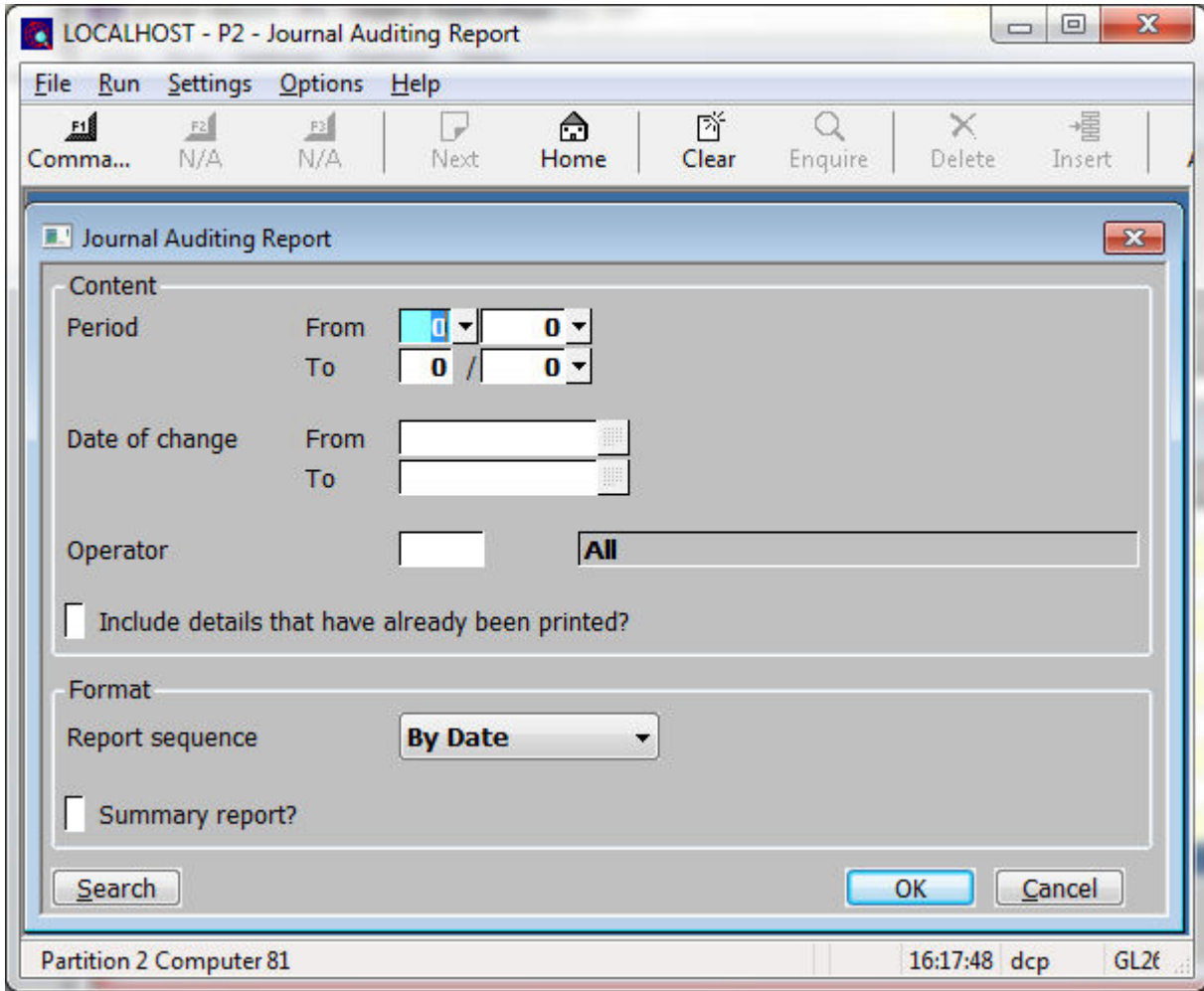
This window appears when you select 'Print Journal Auditing Report' from the 'Enquiries' menu and the system is configured to audit journals.

Purpose This report (which is only available in PDF format – please see the below note) shows details of changes made within transaction entry.

Note PDF format reports require an up to date copy of either PDF_In_The_Box or All_In_The_Box to be present on each GX client used to perform the report generation.

The prompts are:

Period from…to Set these to limit the details included based on the financial period in which the changes were made. These can be left blank to include changes from the 'first' or to the 'last' financial period in which changes have been audited. A search is available.

Date of change from…to Set these to limit the details included based on the date the changes were made. These can be left blank to include changes either from the 'first' or to the 'last' on file.

Operator This can be used to limit the details to changes made by a specific operator.

Include details that have already been printed? Set this to include details that have previously appeared on an audit report. They are suppressed by default.

Author	DCP	
Project	ZG60_000135.docx	
Version	1.0	5 of 7

|	
Summary report?	Set this to print a summary report. Summary reports do not show details of individual field changes.
Sequence	Select the sequence in which you wish to produce the report. The options are:

- By operator
- By date

The buttons are:

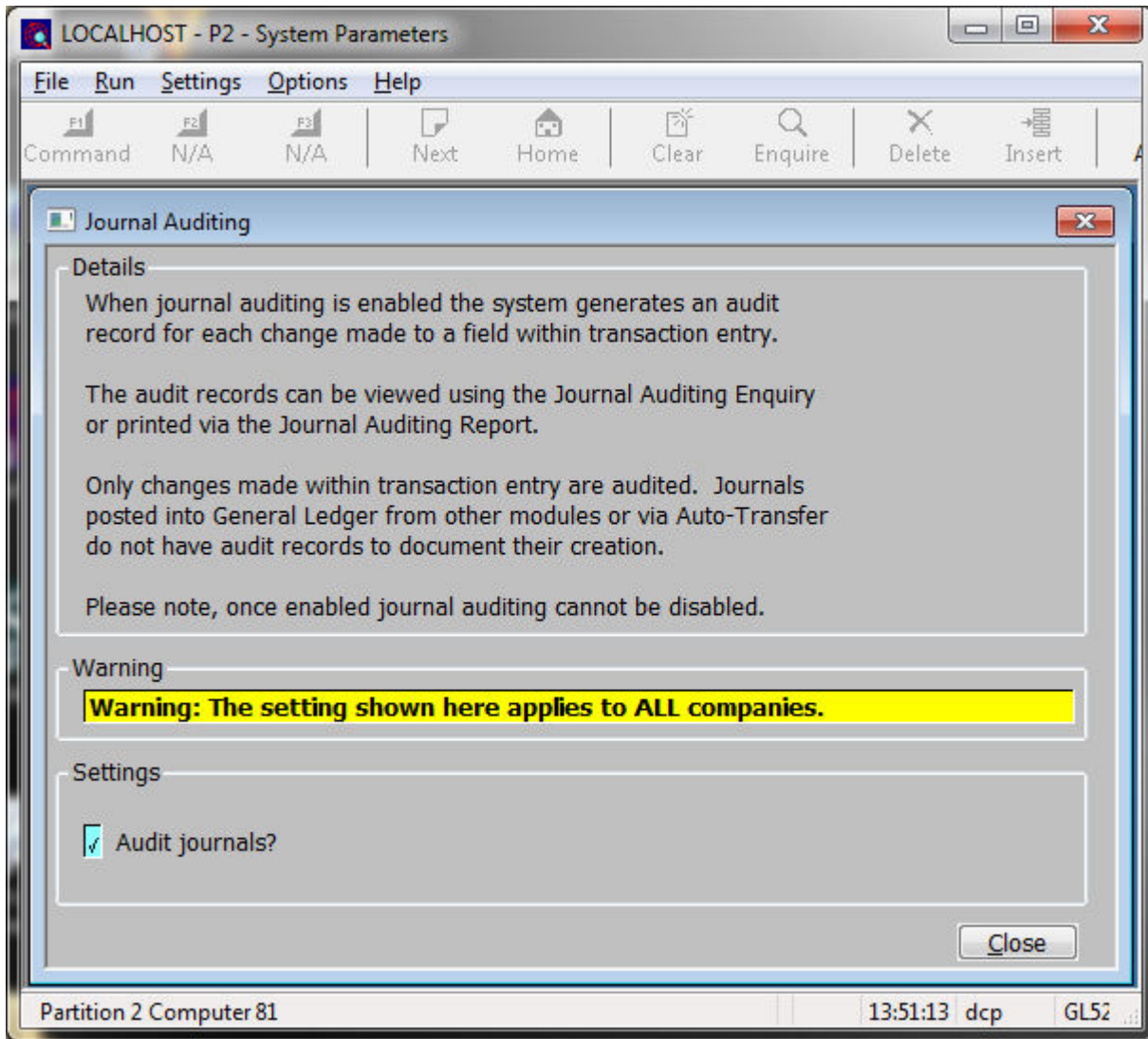|	
Next>	Select this to produce the report based on the selected criteria.
Cancel	Select this to return to the Enquiries menu.

GL System Parameters Menu
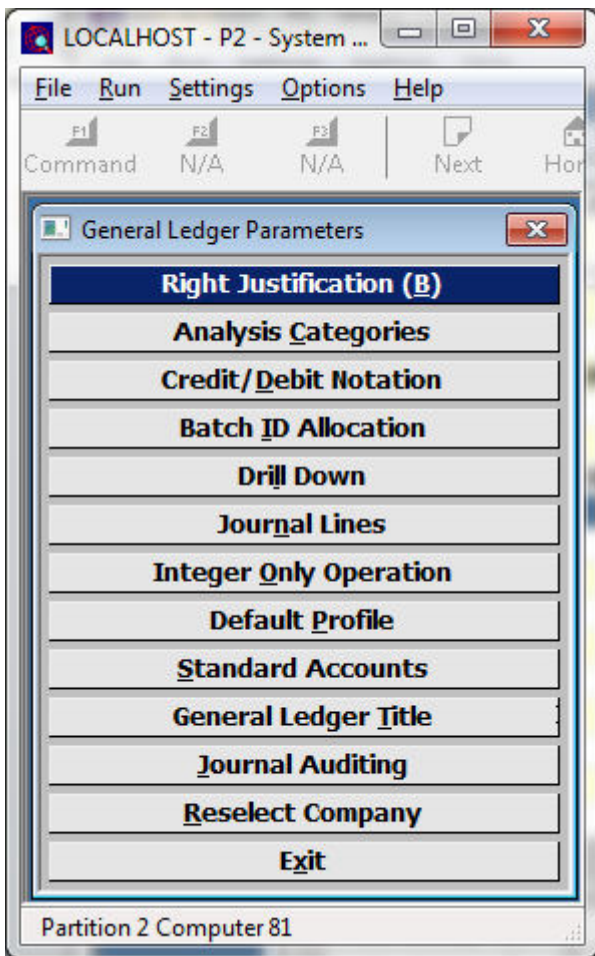
Journal Auditing	(Only available at sites configured to use the audit database). Select this to configure General Ledger to enable field level auditing for journals.

GL System Parameters – Journal Auditing

This window appears when you select 'Journal Auditing' from the General Ledger Parameters menu.

Purpose   This window contains General Ledger configuration options.

Note   The option in this window applies to **ALL** companies.

The prompts are:

Audit journals   When this is enabled each change to a field within transaction entry results in an audit record being created. The audit records can then be viewed and printed as required.

Note   Only changes made within transaction entry are audited. Journals posted into General Ledger from other Global 3000 modules and journals imported via the 'Auto-Transfer' function do not have audit records created to document their creation.

Warning   Journal auditing cannot be disabled once it has been enabled.