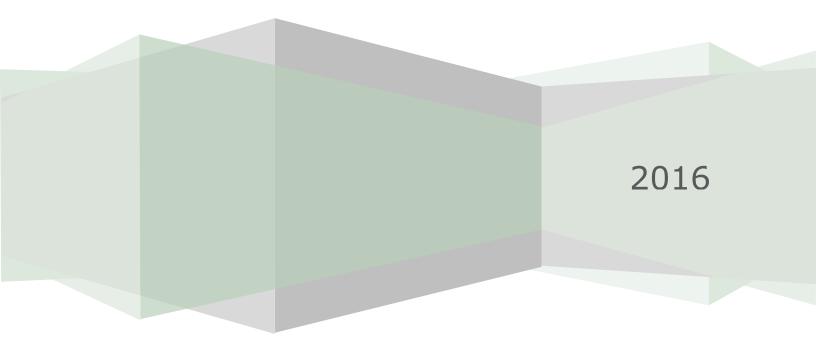


# Transaction Auditing Administrator and User Guide

**Document containing setup and reporting instructions related to Transaction Auditing** 

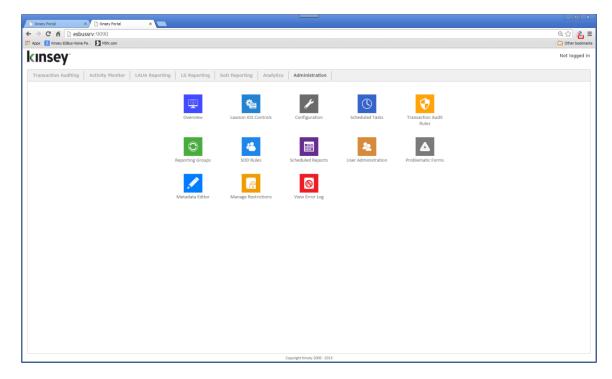


# **Table of Contents**

Defining an Audit Rule
Creating Reports7
Searching
Drilling on Search Results.13Option 1: Search on Selection14Option 3: Search across all keys15
Exporting
Printing18
Saving Queries18Saving a New Query18Changing or Copying an Existing Query18
Scheduling Reports19
Deleting a Report
Renaming a Report20
Enabling and Disabling Scheduled Reports21
Reporting Groups22
Advanced Search Ideas24
Special Queries

# **Defining an Audit Rule**

You'll have your own custom URL for accessing the Kinsey Server's main menu.



Select the Administration tab to log into the Admin page



Enter your administrative User name and Password

From the Adminstrative page select "Transaction Audit Rules". The existing rules will be displayed. To add a new rule select the "Create New Audit Rule" button or to edit or delete and existing rule click on the appropriate icon next to the audit descrption.

C f esbussrv:909															⊙ Other I
<b>(Insey</b> )											Logged	l in a	s: ac	lmir	1 (
Transaction Auditing	Ac	tivity Monitor	LAUA Reporting	LS Reporting	SoD Reporting	Analytics	Administr	ation							
Overview	Creat	te New Audit Rule	Audit Rule Report												
awson IOS Controls											Reter	ntion			
Configuration		D Description			Prod L	ne User	Form/Token		IP Address	Time	Server	INP	ACD	_	_
cheduled Tasks	110	AC Setup			-	-	Y	Y	-	-	Both	-	-	1	•
	42	ALL LIVE PRODLIN	E		Y	-	-	-	-	-	Both	52	52		8
ransaction Audit Rules eporting Groups OD Policies cheduled Reports	68	AP Adjustments			-	-	Y	-	-	-	Both	4	52		*
	67	AP Bill of Exchange			-	-	Y	-	-	-	Both	4	52		#
	71	AP Employee Expe	ense		-	-	Y	-	-	-	Both	4	52		•
	66	AP Payments			-	-	Y	-	-	-	Both	4	52		#
ser Administration	65	AP Processing			-	-	Y	-	-	-	Both	4	52		•
roblematic Forms	69	AP Setup			-	-	Y	Y	-	-	Both	1	52		8
/letadata Editor -	70	AP System Codes			-	-	Y	Y	-	-	Both	1	52		æ
Aanage Restrictions	75	AR Applications			-	-	Y	-	-	-	Both	4	52		8
iew Error Log	77	AR Bill of Exchange	e		-	-	Y	-	-	-	Both	4	52		8
	73	AR Cash			-	-	Y	-	-	-	Both	4	52		8
	76	AR Electronic Fund	ds		-	-	Y	-	-	-	Both	4	52		:
	72	AR Setup			-	-	Y	Y	-	-	Both	1	52		•
	74	AR Transactions			-	-	Y	-	-	-	Both	4	52		æ
	111	BR Billing and Rev			-	-	Y	-	-	-	Both	4	52		#
	88	CB Cash Ledger Se	tup		-	-	Y	-	-	-	Both	1	52		:
	89	CB Processing			-	-	Y	-	-	-	Both	4	52		æ
	90	CB Processing - Int			-	-	Y	-	-	-	Both	4	52		æ
	91	CB Processing - Re			-	-	Y	-	-	-	Both	4	52		•
	84	GL Processing - Jo	urnal Entry		-	-	Y	-	-	-	Both	4	52	1	æ

For all new rules the system will automatically assign an Audit Rule ID. This ID can be used in the selection criteria when setting up reports. This is helpful if you are setting up a group of tokens (forms) or a group of users that you want to audit. When you create a report you can simply request a query of all records matching the Audit Trail ID instead of creating criteria to match user names or token ID's.

The Audit rule fields are used for filtering purposes when capturing data. The application uses OR logic when multiple values appear in one field and AND logic when combining these fields. For example, if you enter doug\_smith and paul\_jones in the User Name field and AP10.1 and AR10.1 in the token field the application would capture transactions entered for (Smith OR Jones) AND (AR10.1 or AR10.1)

Note that you can run a quick listing of the contents of all audit rules by clicking on the Audit Rule Report link at the top.

Create New Lawson Auditing Rule	
Please seperate multiple entries with "SEMI-COLON" [;]	
Audit Rule ID: 68	
Lawson Servers: Both	
Dula Description	
Rule Description: AP Adjustments	
Productline(s):	
User Name(s):	]
	]
Token(s): APPI.4;AP35.*;AP36.*;AP40.*;AP45.*	
Function Code(s):	
IP Address: * . * . * . *	
Audit Start Time (hr/min): 0 • 00 • AM •	
Audia Fand Time (Inclusion) 0 V AM V	
Audit End Time (hr/min): * Setting Start and End time to "0:00 AM" disables time co	nstraint
<ul> <li>Enable data retention</li> </ul>	
Remove Inquiries after: 4 weeks 🔻	
Remove Add/Changes/Deletes after: 1 year 🔹	
Canad	
Cancel Save	

Audit Rule ID:	Ths field is automatically assigned
Lawson Servers:	Select the server you would like to audit
Rule Description:	Enter a description describing the intent of the audit
Product Lines:	Enter the Product Line(s) you would like to audit
User Names:	Enter a list of users you would like to audit. Enter the users Lawson login ID as the User Name. To specify multiple users put a semicolon between each name. Leaving the field blank will automatically audit all Lawson Users.
Tokens:	Enter a list of token or form names you would like to audit. To specify multiple tokens put a semicolon between each token name. For example HR11.*;AP10.*;GL20.* . Leaving the field blank will automatically audit all Lawson tokens.
	<i>Hint: The application will match token names based on the number of characters entered. For example if you enter "AP1" the system will audit all tokens beginning with AP1 (AP10.1, AP10.2, AP11.1, AP160, etc.)</i>

- Function Codes: Enter the Function Code you would like to audit. Leaving the field blank will automatically audit all Lawson Function Codes.
- IP Address: Enter the IP address that you want to audit. The application will match the originating IP address with the address entered from left to right. For example if you enter 192.168 and leave the 3rd and 4th segment blank the system will pick up all transaction from IP addresses matching the first 6 digits.
- Audit Start Time: Enter the starting time for the audit to start capturing activity.
- Audit End Time: Enter the ending time for the audit to stop capturing activity.
- Enable LID: Checking this option will enable transactions entered through Lawson's LID user interface to be captured. *THIS OPTION IS ONLY ACTIVE IF SPECIFIED IN THE PURCHASE CONTRACT.*
- Enable Portal Checking this option will enable transactions entered through Lawson's Portal, LSO or MS Addin's to be captured.

Enable Data Retention:

Selecting this option will allow you to set data retention policies for the data capture in this audit. If you do not set data retention policies all data will be kept indefinetely. Valid options are Never, 1, 2,4, 13, 26 & 52 weeks.

#### Remove Inquiries After:

Select the time period that you want to keep all data inquiry records. This will include function codes '(I)nquiry, (N)ext, (P)revious,(+) Page down (-) Page up.

Remove Add/Change/Deletes after:

Enter the time period that you want to keep all non-inquire records.

Select **SAVE** to save your entry.

# **Creating Reports**

The reporting tool is a good starting point to show you intuitive reports displaying data in surprising ways. Essentially, your "unstructured" queries will return structured results!

And with the added ability to export your results to Microsoft Excel or access our tables directly using JDBC compliant reporting products, your report options are virtually unlimited.

You'll have your own custom URL for accessing the Kinsey Server's main menu, which will be similar to this →

Hovering over the graph shows the volume of transactions that have been captured in the selected time period.

Click the Transaction Reporting icon to continue.

<

References. Detrion	의 값 이 아파 Logged in as: mmitka
Transaction Auditing         Activity Monitor         LAUA Reporting         LS Reporting         SoD Reporting         Analytics         Administration	
- the	
Transaction Reporting	
Last 24 Hours Last 7 days Last 14 days Last 31 days Last 90 d	ays
Audited Transactions Activity (Last 90 days)	=
Click and drag in the plot area to zoom in	
40	<ul> <li>Total Transactions</li> <li>Inquires</li> </ul>
30	- Adds - Changes
0000 200 -	Deletes
10 - Long Long Long Long Long Long Long Long	Λ
• •••••••••••••••••••••••••••••••••••••	
-10	22, Dec 29, Dec 5, Jan
13. Oct 20. Oct 27. Oct 3. Nov 10. Nov 17. Nov 24. Nov 1. Dec 8. Dec 15. Dec	22. Dec 29. Dec 5. jan Highcharts com

This is your starting screen  $\rightarrow$ 

← → C fi	ung/	의 습 🤮
KINSEY 📫 Transaction Auditi	8	A ?
Search	P Advanced search	
avorites <		
hared Reports baylor Customer changes HRL1 auft HRM-COOF SKARCH VerboC RMAK INVOICE CHANGE VERDOR RMAK INVOICE CHANGE WADOR TEMA CHANGES	Transaction Audit Reporting	
Dunges Today This Week This Month		
	Copyright(c) 2015 - ver 1.4	

Favorites Group Reports

#### Shared Reports

baylor Customer changes HR11 audit TERM-CODE SEARCH Vendor Changes FMOL VENDOR MAX INVOICE CHANGE VENDOR TERM CHANGES

#### Changes

Today This Week This Month ← After you define and save your favorite reports, they appear in the left section for immediate access.

# Searching

# **Quick Start!**

Assuming your TA has been running for a period of time, enter anything you'd like in the Search Bar at the top and click the green magnifying glass:

🗅 Kinsey Portal 🛛 🗙 🗋 Kinsey Transaction Audit		QU 🗉
← → C n Desbussrv:9090/PagingTrans	Reporting/?QUERY=lawson&_nq=1&_s=1	Q 🕁 😤
Apps 🔣 Kinsey ESBus Home Pa 🚺 MSN.com		Cither books
CINSEY In Transaction Au	diting	🍌 Η 🗢 🗎 ? 🤇
lawson	₽ Advanced search  Ø Displ	ay hostname Results per page: 25
	Date/Time User IP Prod Line Form Audit Code Function Key 1 Key 2 Key 3 Key 4 Key 5 Server Id Tran Type	
roup Reports <	MORE 12/31/14 9:37 AM lawson mnltka-pc.kk.local. LIVE CU01.1 56,57, N · Next AUS LSF_PROD PORTAL	<b>印 入</b>
	MORE 12/31/14 9:37 AM lawson mnitka-pc.kk.local. LIVE CU01.1 56,57, N - Next AED LSF_PROD PORTAL	💷 🗡
hared Reports baylor	MORE 12/31/14 9:33 AM lawson mnitka-pc.kk.local. LIVE CU01.1 56,57, N - Next AED LSF_PROD PORTAL	a 😕
Customer changes	MORE 12/31/14 9:33 AM lawson mnitka-pc.kk.local. LIVE CU01.1 56,57, I - Inquire AED LSE_PROD PORTAL	💷 😕
HR11 audit TERM-CODE SEARCH	MCRE 12/31/14 9:31 AM lawson mnitka-pc.kk.local. LIVE CU01.1 56,57, P - Previous USD LSF_PROD PORTAL	di 🗡
Vendor Changes FMOL	MORE 12/31/14 9:31 AM lawson mnitka-pc.kk.local. LIVE CU01.1 56,57, I-Inquire ZAR LSF_PROD PORTAL	41 3.
VENDOR MAX INVOICE CHANGE	MORE 12/31/14 9:02 AM lawson mnitka-pc.kk.local. LIVE CU01.1 56,57, I - Inquire ZAR LSF_PROD PORTAL	a 📐
ENDOR TERM CHANGES	MORE 12/31/14 9:02 AM lawson mnitka-pc.kk.local. LIVE CU01.1 56,57, I - Inquire ZAR LSF_PROD PORTAL	a 😕
hanges Today	MORE 12/31/14 11:27 AM lawson mnltka-pc.kk.local. LIVE HR11.1 43,57, C - Change 1 100 LSF_PROD PORTAL	<b>a</b> .
This Week	MORE 12/31/14 11:20 AM lawson mnitka-pc.kk.local. LIVE HR11.1 57, N - Next 1 100 LSF PROD PORTAL	a
This Month	MORE 12/30/14 5:03 PM lawson mnltka-pc.kk.local. LIVE CU01.1 56,57, I - Inquire ZAR LSF PROD PORTAL	<b>印</b> 人
	MORE 12/30/14 5:03 PM Jawson mnltka-pc.kk.local. LIVE CU01.1 56,57, I-Inquire ZAR LSF PROD PORTAL	g) (A)
	MORE 12/30/14 5:93 PM Jawson mnRka-pc.kk.local. LIVE CU01.1 56,57, I-Inquire ZAR LSF PROD PORTAL	
	MORE 12/30/14 5:03 PM Jawson mnRka-pc.kk.local. LIVE CU01.1 56,57, I-Inquire ZAR LSF PROD PORTAL	g 24
	MORE 12/30/14 5:03 PM lawson mnitka-pc.kk.local. LIVE CU01.1 56,57, I-Inquire ZAR LSF_PROD PORTAL	
	MCRE 12/30/14 5:03 PM Jawson mnitka-pc.kk.local. LIVE CU01.1 56,57, I - Inquire ZAR LSF PROD PORTAL	
	MORE 12/30/14 5:03 PM lawson mnitka-pc.kk.local. LIVE CU01.1 56,57, I - Inquire ZAR LSF PROD PORTAL	<b>a</b>
	MORE 12/30/14 5:03 PM lawson mnitka-pc.kk.local. LIVE CU01.1 56,57, I-Inquire ZAR LSF_PROD PORTAL	a 🔎
	MCRE 12/30/14 5:03 PM lawson mnitka-pc.kk.local. UVE CUD1.1 56,57, I-Inquire ZAR LSF PROD PORTAL	
	MORE 12/30/14 5:02 PM lawson milika-pc.kk.local. LIVE CU01.1 56.57. N-Next ZAR LISF PROD PORTAL	
	Copyright[c] 2015 - ver 1.4	

#### Results! That was easy!

Of course, as the transactions accumulate, you'll find that this is a fairly inefficient way to view them, and honing your query will show more targeted results.

# **Advanced Search**

Click the *Advanced Search* link right of the magnifying glass. If you Quick Start search it already knows the query you just ran, but now you can refine it.

Column Name:		Search Criteria:		TIVE on searches Transaction function code selection:						
			Prompt at runtime:			ode selection:				
Username   Not Selected	contains	▼ lawson		1	Any					
Any Field					Add	Inquire				
Audit Date/Time		Search Criteria:	Prompt at runtime:		Change	Next				
IP Address	Not Selected	•								
Product Line	L				Delete	Previous				
Form Audit Reason										
Function Code		Search Criteria:	Prompt at runtime:							
Key 1 Key 2	Not Selected	•		Trans	saction detail optio	ons				
Key 3					Enable Field Filt					
Key 4 Key 5		Search Criteria:	Prompt at runtime:			-				
Field Name	Not Selected	<b>T</b>			Only Show Cha	nges				
Value					Hide Blanks					
Changed To Server ID					Hide Hidden Fie	lds				
Tran Type		Search Criteria:	Prompt at runtime:							
Not Selected 🔹	Not Selected	•								

The advanced search window provides 5 filtering options when setting up a report. The filter options can vary depending on the column name selected. For example if you select "Audit Date" you will have an additional option to use the 'Between" filter.

Column Name: Select the field you would like to filter on. For example if you want all HR11.1 records select "Form".

*HINT: The Any Field option will allow you to search any field in the audit database for a specific value. This could be a field name or a field value.* 

- Filter: Select the filter you want to use from the drop down box. Options include "equals", "less than", "greater than", "starts with", "contains", "does not equal", and "between".
- Search Criteria: Enter the data you are searching for. For example, in the case of a form enter AP10.1; for a user enter the User's ID, etc.
- Prompt at Runtime: This option allows you to flag the criteria you will allow a user to change when a report is run from LBI or from the saved report navigation pane. For example you may set up a report to check for any HR11.1 changes within a specified date range. Each time the report is run you may not want the user to change the form name but you will allow them to change the date range. Checking the Prompt at runtime checkbox will allow them to change the date each time the report is run.

Transaction Function Code selection:

Choose the Function Code or Codes for the transactions you want to see.

HINT: Selecting function code 'C' will only return change records, however you will still see all of the fields related to the record even if they didn't change. See "Only Show Changes" for further restrictions"

Transaction Detail Options

Enable Field Filter: This checkbox in currently not in use.

- Only Show Changes: This option restricts the results to just the <u>fields</u> that are changed on a "Change" record. For example when you change a customer's name in AR10.1 the entire record submitted to Lawson is considered a "Change" record; however the only data changed was the name. In order to just display the name field you need to select the 'Only Show Changes" field.
- Hide Blanks:Select this option if you want to hide blank fields in the search results.An example of this might be Customer Address line 4.
- Hide Hidden Fields: Lawson has many fields related to a form that do not show during normal use. Many of the fields are changed by Lawson behind the scenes. To prevent these form displaying simply check this option.
- Search Type: This option controls how the 5 filters work together. When you select "Match All" the system requires all data records to satisfy each of the filters in order to display on the report. This is generally referred to as "AND" logic. If you select "Match 1 or More" the data records only need to satisfy one of the criteria. This is considered "OR" logic.

# **Searching Tips**

Let's say we only want to view transactions that updated the system. On the right side you'll see that Any was checked. Uncheck that and click on the checkboxes for Add, Change and Delete:

olumn Name: S	earch Criteria:	Prompt at runtime:	Trans	saction fund	ction co	de selection
Jsername ▼ equals ▼ I	awson			Any		
				Add		Inquire
	Search Criteria:	Prompt at runtime:		Change		Next
Not Selected   Not Selected				Delete		Previous
olumn Name: S	Search Criteria:	Prompt at runtime:				
Not Selected   Not Selected			Tran	saction deta	ail optio	ons
				Enable Fi		
	Search Criteria:	Prompt at runtime:		Only Sho	w Char	nges
Not Selected   Not Selected				Hide Blar	ıks	
				Hide Hide	den Fiel	lds
olumn Name: S	earch Criteria:	Prompt at runtime:				

Click View Report on the bottom right and watch it run much faster. Also, now we know we're only seeing update transactions – much more meaningful than digging through the inquiries.

The results of the query will display summary results for the information requested including the user, date and key values. In order to see the detail behind the query select the MORE link on the left of the summary row.

← → C n ⊇ esbussrv:9090/PagingTran	sReporting/?_s=0&_nq=1&QUERY=F1%3D	Isemame%26C1%3DE%	02051-1%	63Dlawson%265	1%3DAND%	ZORET_RC	P%6.5D3	%20FC_A%	3D1%20FC	_C%3D19	620FC_D%	3D1 Q දු දි ☐ Other boo
CINSEY III Transaction A	uditing									×	ト	🗢 🗎 ?
<advanced search=""></advanced>	Advanced sea	rch								🗷 Display	hostname	Results per page: 25
	Date/Time User	IP	Prod Line	Form Audit Cod	e Function	Key 1 Key	2 Key	3 Key 4 Key	5 Server Id	Tran Type		
avorites < Group Reports	MORE 12/31/14 11:27 AM lawso	n mnitka-pc.kk.local.	LIVE	HR11.1 43,57,	C - Change	1 100			LSF_PROD	PORTAL	<u>م</u> 10	
hared Reports	MORE 12/19/13 2:46 PM lawso	n dan-desktoppc.kk.local.	LIVE	AP10.1 57,	C - Change	1	102		LSF_PROD	PORTAL	비스	
baylor	MORE 12/17/13 1:16 PM lawso	n mnitka-pc.kk.local.	LIVE	AP10.1 57,	C - Change	1	100		LSF_PROD	PORTAL	<u>م</u> ال	
Customer changes IR11 audit	MORE 12/17/13 1:16 PM lawso	n mnitka-pc.kk.local.	LIVE	AP10.1 57,	C - Change	1	100		LSF_PROD	PORTAL	비스	
ERM-CODE SEARCH	MORE 11/8/13 5:07 PM lawso	n mnitka-pc.kk.local.	LIVE	GL45.1 57,	C - Change	1	N	0 0	LSF_PROD	PORTAL	비	
/endor Changes FMOL /ENDOR MAX INVOICE CHANGE	MORE 11/8/13 5:06 PM lawso	n mnitka-pc.kk.local.	LIVE	GL40.1 57,	C - Change	4 100	1	2009	LSF_PROD	PORTAL	비	
ENDOR TERM CHANGES	MORE 11/7/13 1:30 PM lawso	n dan-desktoppc.kk.local.	LIVE	GL40.1 57,	C - Change	4 100	1	2009	LSF_PROD	PORTAL	d) 人	
hanges	MORE 11/7/13 1:30 PM lawso	n dan-desktoppc.kk.local.	LIVE	GL40.1 57,	A - Add	4 100	1	2009	LSF_PROD	PORTAL	비	
oday	MORE 11/7/13 1:24 PM lawso	n dan-desktoppc.kk.local.	LIVE	GL40.1 57,	A - Add	4 100	1	2009	LSF_PROD	PORTAL	<b>G</b> 1 人	
his Week his Month	MORE 11/7/13 1:23 PM lawso	n dan-desktoppc.kk.local.	LIVE	GL40.1 57,	C - Change	4 100	1	2009	LSF_PROD	PORTAL	메	
	MORE 11/7/13 1:21 PM lawso	n dan-desktoppc.kk.local.	LIVE	GL40.1 57,	C - Change	4 100	1	2009	LSF_PROD	PORTAL	di 人	
	MORE 11/7/13 1:13 PM lawso	n dan-desktoppc.kk.local.	LIVE	GL40.1 57,	C - Change	4 100	1	2009	LSF_PROD	PORTAL	<b>d</b> 1 >	
	MORE 11/7/13 1:13 PM lawso	n dan-desktoppc.kk.local.	LIVE	GL40.1 57,	A - Add	4 100	1	2009	LSF_PROD	PORTAL	国人	
	MORE 11/7/13 1:12 PM lawso	n dan-desktoppc.kk.local.	LIVE	GL40.1 57,	A - Add	4 100	1	2009	LSF_PROD	PORTAL	회	
	MORE 11/7/13 1:01 PM lawso	n dan-desktoppc.kk.local.	LIVE	GL45.1 57,	C - Change	1		0 0	LSF_PROD	PORTAL	메	
	MORE 11/7/13 12:58 PM lawso	n dan-desktoppc.kk.local.	LIVE	GL45.1 57,	C - Change	100		0 0	LSF_PROD	PORTAL	미노	
	MORE 11/7/13 12:50 PM lawso	n mnitka-pc.kk.local.	LIVE	GL45.1 57,	C - Change	1		0 0	LSF_PROD	PORTAL	미사	
	MORE 11/7/13 12:48 PM lawso	n mnitka-pc.kk.local.	LIVE	GL45.1 57,	C - Change	1		0 0	LSF_PROD	PORTAL	비	
	MORE 11/7/13 12:20 PM lawso	n dan-desktoppc.kk.local.	LIVE	GL40.1 57,	C - Change	4 100	1	2009	LSF_PROD	PORTAL	비	
	MORE 11/7/13 12:18 PM lawso	n dan-desktoppc.kk.local.	LIVE	GL40.1 57,	C - Change	4 100	1	2009	LSF_PROD	PORTAL	<b>d</b> i , 🛌	
	MORE 11/7/13 12:17 PM lawso	n dan-desktoppc.kk.local.	LIVE	GL40.1 57,	C - Change	4 100	1	2009	LSF_PROD	PORTAL		

But what if you only want to find the fields that have a "new" value?

# **Fine Tuning Your Search**

Let's go back to the Advanced Search link:

Column Name:			Search Criteria:	Prompt at runtime:	Tra	ction code selection:	
Username	۲	equals	▼ lawson			,,	<b>—</b> • • •
Column Name: Not Selected	¥	Not Selected	Search Criteria:	Prompt at runtime:	\$ \$	Change	Inquire Next Previous
Column Name: Not Selected	¥	Not Selected	Search Criteria: ▼	Prompt at runtime:		nsaction det	
Column Name: Not Selected	¥	Not Selected	Search Criteria: ▼	Prompt at runtime:		Enable F Only Sho Hide Bla	w Changes
Column Name: Not Selected	Ŧ	Not Selected	Search Criteria:	Prompt at runtime:		Hide Hid	den Fields

Notice the other checkboxes? Let's click the "Only Show Changes" and View the Report again.

Now we can see exactly what fields the user changed, without having to search through all of the available fields.

Apps 💦 Kinsey ESBus Home Pa 🔽 MSN.com	nsReporting/?_s=08_nq=1&QUERY=F1%	Construction of the order of th	month k	1050141130111020	01 10001010 1020		SPL I		170501702011		020102010	C Other bookmarks
<b>CINSEY</b> Transaction A	Auditing									× II	⊱ <mark></mark> HI	🗢 ስ ? 🗠
<advanced search=""></advanced>	Advanced	l search								🗹 Display	hostname	Results per page: 25
	Date/Time U	lser IP	Prod Line	Form Audit Co	ode Function Key	1 Key 2	Key 3	Key 4 K	ey 5 Server Id	Tran Type		
avorites < Group Reports	MORE 12/31/14 11:27 AM	lawson mnitka-pc.kk.local.	LIVE	HR11.1 43,57,	C - Change 1	100			LSF_PRO	D PORTAL	4 1	1
hared Reports	MORE >>> 12/19/13 2:46 PM	lawson dan-desktoppc.kk.local.	LIVE	AP10.1 57,	C - Change	1	102		LSF_PRO	D PORTAL	비	
baylor	Form AP10	Function VLO-LOCATION-COI	DE Vende	or Group Vendor	Field Name VDR-EFFECTIVE-DATE	Value		w Value				
Customer changes HR11 audit	AP10	1 C - Change	1	102	VGP-DESC		M	etropolis It	N Vendor Master			
TERM-CODE SEARCH	AP10.	1 C - Change	1	102	VDR-ADDR3	Apt 28	Ap	ot 285				
Vendor Changes FMOL VENDOR MAX INVOICE CHANGE	MORE >>> 12/17/13 1:16 PM	lawson mnitka-pc.kk.local.	LIVE	AP10.1 57,	C - Change	1	100		LSF_PRO	D PORTAL	4 사	
VENDOR TERM CHANGES	MORE 12/17/13 1:16 PM	lawson mnitka-pc.kk.local.	LIVE	AP10.1 57,	C - Change	1	100		LSF_PRO	D PORTAL	<b>a</b> >	
hanges	MORE 11/8/13 5:07 PM	lawson mnitka-pc.kk.local.	LIVE	GL45.1 57,	C - Change 1		N	0	0 LSF_PRO	D PORTAL	4 사	
Today	MORE 11/8/13 5:06 PM	lawson mnitka-pc.kk.local.	LIVE	GL40.1 57,	C - Change 4	100	1	2009	LSF_PRO	D PORTAL	副人	
This Week This Month	MORE 11/7/13 1:30 PM	lawson dan-desktoppc.kk.local.	LIVE	GL40.1 57,	C - Change 4	100	1	2009	LSF_PRO	D PORTAL	<b>a</b> >	
This Month	MORE 11/7/13 1:30 PM	lawson dan-desktoppc.kk.local	LIVE	GL40.1 57,	A - Add 4	100	1	2009	LSF_PRO	D PORTAL	■ 人	
	MORE 11/7/13 1:24 PM	lawson dan-desktoppc.kk.local	LIVE	GL40.1 57,	A - Add 4	100	1	2009	LSF_PRO	D PORTAL	메	
	MORE 11/7/13 1:23 PM	lawson dan-desktoppc.kk.local.	. LIVE	GL40.1 57,	C - Change 4	100	1	2009	LSF_PRO	D PORTAL	<b>d</b> 1 人	
	MORE 11/7/13 1:21 PM	lawson dan-desktoppc.kk.local.	LIVE	GL40.1 57,	C - Change 4	100	1	2009	LSF_PRO	D PORTAL	배스	
	MORE 11/7/13 1:13 PM	lawson dan-desktoppc.kk.local.	LIVE	GL40.1 57,	C - Change 4	100	1	2009	LSF_PRO	D PORTAL	@ 人	
	MORE 11/7/13 1:13 PM	lawson dan-desktoppc.kk.local.	LIVE	GL40.1 57,	A-Add 4	100	1	2009	LSF_PRO	D PORTAL	■ 人	
	MORE 11/7/13 1:12 PM	lawson dan-desktoppc.kk.local.		GL40.1 57,	A-Add 4	100	1	2009	LSF_PRO	D PORTAL	<b>a</b> ).	
	MORE 11/7/13 1:01 PM	lawson dan-desktoppc.kk.local	LIVE	GL45.1 57,	C-Change 1			0	0 LSF_PRO	D PORTAL	희 人	
	MORE 11/7/13 12:58 PM	lawson dan-desktoppc.kk.local	LIVE	GL45.1 57,	C - Change 1	00		0	0 LSF_PRO	D PORTAL	<b>G</b> 1 人	
	MORE 11/7/13 12:50 PM	lawson mnitka-pc.kk.locaL	LIVE	GL45.1 57,	C-Change 1			0	0 LSF_PRO	D PORTAL	메	
	MORE 11/7/13 12:48 PM	lawson mnitka-pc.kk.local.	LIVE	GL45.1 57,	C-Change 1			0	0 LSF PRO	D PORTAL	■ 人	

#### **Drilling on Search Results**

The additional filtering and drilling option provides a more rapid approach to finding the data your are seaking. This feature allows you to search your Activity Monitor database for related activity or seach through your audit database for related keys.

Below you will see that my initial the query requested all Changes to form AP10.1. I then requested to see all transactions on for 1/16/15 or 1/17/15 for Vendor 117 by holding down the CTRL key and clicking on the field values. You can select fields from multiple rows using this technique. The application will use a combination of AND/OR logic to find the related transactions.

Apps N Kinsey ESBUS Home Pa. M MSN.	agingTransReporting/?_s=0&_nq=1			OCT NULL	,02031'1'		02.031 703DA			27030717020FC		AP1 70200	-C 73071 70200	C Other books
												_		
kinsey 📠	Transaction Auditing											H	ð 🔒	? (+
<advanced search=""></advanced>			P Adva	nced sear	ch						🗷 Display host	tname	Results per	page: 25
	Date/Time	User	IP	Prod Line	Form	Audit Code	Function	Key 1	Key 2	Key 3 Key 4	Key 5 Server Id	Tran Ty	pe	
dk test ie <	MORE 01/19/15 3:20 PM	fnelson	192.168.100.133	LIVE	AP10.1	49,57,61,	C - Change		1	117	LSF_PROD	PORTAL	日人	
AP10.1	MORE 01/16/15 2:48 PM	fnelson	192.168.100.133	LIVE	AP10.1	49,57,61,	C - Change		1	117	LSF_PROD	PORTAL	4 10	
GI20 Changes	MORE 01/16/15 2:44 PM	fnelson	192.168.100.133	LIVE	AP10.1	49,57,61,	C - Change		1	121	LSF_PROD	PORTAL	메 人	
Account	MORE 01/16/15 9:42 AM	fnelson	192.168.100.133	LIVE	AP10.1	49,57,61,	C - Change		1	122	LSF_PROD	PORTAL	4 10	
Assignment Accounting Units	MORE 01/16/15 9:42 AM	fnelson	192.168.100.133	LIVE	AP10.1	49,57,61,	C - Change		1	121	LSF_PROD	PORTAL	日本	
Activity Codes	MORE 01/16/15 9:39 AM	fnelson	192.168.100.133	LIVE	AP10.1	49,57,61,	C - Change		1	117	LSF_PROD	PORTAL	4 1	8
Activity Groups AP Invoice AP30.1	MORE 09/10/14 2:05 PM	lawson	192.168.100.200	LIVE	AP10.1	42,	C - Change		1	1	LSF_TEST	PORTAL	4 10	8
AP Invoice	MORE 07/24/14 10:19 AM	lawson	192.168.100.133	LIVE	AP10.1	57,61,	C - Change		1	110	LSF_PROD	PORTAL	日と	
Approvals AP Setup	MORE 07/24/14 10:17 AM	lawson	192.168.100.133	LIVE	AP10.1	57,61,	C - Change		1	110	LSF_PROD	PORTAL	日人	
AP Setup (G) AR Hold Codes (G)	MORE 07/24/14 9:43 AM	lawson	192.168.100.133	LIVE	AP10.1	57,	C - Change		1	104	LSF_PROD	PORTAL	四人	
AR Setup	MORE 02/27/14 9:48 AM	lawson	192.168.100.124	LIVE	AP10.1	57,	C - Change		1	1	LSF_PROD	PORTAL	4 10	
Benefit Plan Changes Credit Limit	MORE 02/26/14 4:05 PM	lawson	192.168.100.124	LIVE	AP10.1	57,	C - Change		1	100	LSF_PROD	PORTAL	4 10	
Changes	MORE 02/26/14 4:04 PM	lawson	192.168.100.124	LIVE	AP10.1	57,	C - Change		1	100	LSF_PROD	PORTAL	如人	
Customer Groups Customer Terms	MORE 02/26/14 4:04 PM	lawson	192.168.100.124	LIVE	AP10.1	57,	C - Change		1	100	LSF_PROD	PORTAL	人 田	
Customers	MORE 02/26/14 4:04 PM	lawson	192.168.100.124	LIVE	AP10.1	57,	C - Change		1	100	LSF_PROD	PORTAL	日人	
Date Specific Changes	MORE 02/26/14 4:03 PM	lawron	192 168 100 124	LIVE	AP10.1	57	C - Change		1	100	LSF_PROD	POPTAL	<b>団</b> 人	

When I right click on a highlighted field I am provided 3 options.

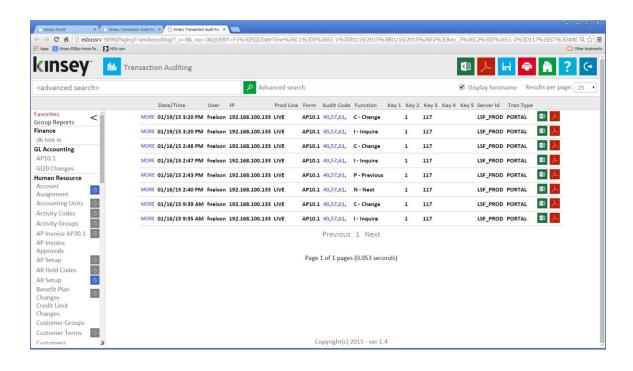
New S	earch	×
ate/Time [ <b>01/16/2015</b> ]		
ey 3 [ <b>117</b> ]		
Search a	cross all keys	
Clear	Cancel	Search

- 1. Select the Search button to find all activity using these search values.
- 2. Select to Search the Activity Monitor records for all activity using these search values.
- 3. Select 'Search across all keys' to find all activity related to the keys selected.

#### **Option 1: Search on Selection**

When the Search button is selected a new browser tab will open with the related results. The query will return all record types (i.e. A,C,D,I,N,P) based on the criteria. You can return to the initial search results by closing this tab or drill futher by making additional selections.

# *Note: The filter selections create a new query and do not cascade from the prior selections.*



#### **Option 2: Viewing all AM transactions**

This feature provides a couple major advantages over the search option. Since Activity Monitor keeps all user activity regardless of the Audit Rules defined, you may see transactions related to selected values that are not displayed on transaction auditing reporting. For example, you may have a rule that audits AP10.1 but not AP20.1. Transaction Auditing would not return any related key records for AP20.1 because it was not defined in an Audit Rule, but Activity Monitor would have a record of the transaction. In addition, returning the results of the query in the Acitivity Monitor reporting allows you to filter, group and sort your data in various ways.

(Insey <sup>®</sup>	Transaction	Audit	(based on 'User -	Form Detail')						★ 🛛	I 🖬 🚔	? 6
rver: LSF_PROD   Profi	le: RM										Show Se	arch Crite
Expand Groups Colla	apse Groups	Clear	Filters									8 reco
rag a column and drop	it here to grou	p by th	at column									
Address T Hos	t Name 🛛 🕆	Jser ⊤	Product Line	▼ Forn ▼	Form Description	T Function	T Date/Time	⊤ Key 1      ⊤	Key 2	T Key 3	Key 4 T Key	5 T Audit
92.168.100.133 dan	-desktoppc	nels	LIVE	AP10	Vendor	C	1/19/2015 3:	2	1	117		dis.
92.168.100.133 dan	-desktoppc i	nels	LIVE	AP10	Vendor	I.	1/19/2015 3:	2	1	117		66
92.168.100.133 dan	-desktoppc	nels	LIVE	AP10	Vendor	С	1/16/2015 2:	4	1	117		the state
92.168.100.133 dan	-desktoppc	nels	LIVE	AP10	Vendor	I	1/16/2015 2:	4	1	117		66
92.168.100.133 dan	-desktoppc	nels	LIVE	AP10	Vendor	Р	1/16/2015 2:	4	1	117		the state
92.168.100.133 dan	-desktoppc	nels	LIVE	AP10	Vendor	N	1/16/2015 2:	4	1	117		66
92.168.100.133 dan	-desktoppc	nels	LIVE	AP10	Vendor	C	1/16/2015 9:	3	1	117		the state
92.168.100.133 dan	-desktoppc †	nels	LIVE	AP10	Vendor	I.	1/16/2015 9:	3	1	117		<b>64</b>

*Note: For more information on how to use the LS Reporting to view Lawson activity refer to the LS Reporting Users guide.* 

#### **Option 3: Search across all keys**

This option provides a method of searching for all transactions related to a particular key. In the example on page 13 vendor 117 was select as an additional filter. However, the query only returned records where Key 3 matched 117. There are potentially other forms with activity related to vendor 117 on the dates requested. To find this information I should use the "Search across all keys" option prior to selecting Search or Activity Monitor.

rch	×
[01/16/2015]	
ss all <mark>k</mark> eys	
Cancel	Search
	ss all keys

The application will return all records that contain a key that matches 117 for the selected dates. In the example below I can now review transactions for form AP10.2, AP20.1 MA43.1 that match the selection criteria.

🛛 Apps [ 🕄 Kinsey ESBus Home Pa 🚺 MSI	l/PagingTransReporting/?_s=0&_r														ther bookm
											-				
kinsey 🛄	Transaction Auditing										×	人 6	1 🕈	<b>à</b> ?	(↔
<advanced search=""></advanced>			PA	dvanced s	earch						🗹 Di	splay hostna	ime Re	sults per page:	25 •
	Date/Time	User	IP	Prod Line	Form	Audit Code	Function	Key 1	Key 2	Key 3	Key 4 Key S	Server Id	Tran Type	e	
Favorites <	MORE 01/16/15 2:40 PM	fnelson 1	192.168.100.133	LIVE	AP10.1	49,57,61,	N - Next		1	117		LSF_PROD	PORTAL		î
Finance dk test ie	MORE 01/16/15 9:39 AM	fnelson 1	192.168.100.133	LIVE	AP10.1	49,57,61,	C - Change		1	117		LSF_PROD	PORTAL	40 🗡	
GL Accounting	MORE 01/16/15 9:38 AM	fnelson 1	192.168.100.133	LIVE	AP10.2	49,57,	I - Inquire	1	117			LSF_PROD	PORTAL	<b>4</b> 11 🗡	
AP10.1	MORE 01/16/15 9:37 AM	fnelson 1	192.168.100.133	LIVE	AP16.1	57,	I - Inquire	1	117			LSF_PROD	PORTAL	<b>4</b> 0 人	
GI20 Changes	MORE 01/16/15 9:37 AM	fnelson 1	192.168.100.133	LIVE	AP16.1	57,	I - Inquire	1	117			LSF_PROD	PORTAL	<b>1</b>	
Account Assignment	MORE 01/16/15 9:37 AM	fnelson 1	192.168.100.133	LIVE	AP16.1	57,	I - Inquire	1	117			LSF_PROD	PORTAL	<b>4</b>	
Accounting Units	MORE 01/16/15 9:35 AM	fnelson 1	192.168.100.133	LIVE	AP10.1	49,57,61,	l - Inquire		1	117		LSF_PROD	PORTAL	<b>4</b>	- 1
Activity Codes	MORE 01/16/15 9:34 AM	fnelson 1	192.168.100.133	LIVE	AP20.1	57,	C - Change	117	8900151	1		LSF_PROD	PORTAL	<b>4</b>	
Activity Groups AP Invoice AP30.1	MORE 01/16/15 9:34 AM	fnelson 1	192.168. <mark>10</mark> 0.133	LIVE	AP20.1	57,	I - Inquire	117	8900151	1		LSF_PROD	PORTAL	<b>a</b>	
AP Invoice Approvals	MORE 01/16/15 9:34 AM	fnelson 1	192.168.100.133	LIVE	MA43.1	57,	т	963			117	LSF_PROD	PORTAL	<b>4</b>	
AP Setup	MORE 01/16/15 9:34 AM	fnelson 1	192.168.100.133	LIVE	MA43.1	57,	C - Change	963		1	117	LSF_PROD	PORTAL	SII 😕	
AR Hold Codes (C) AR Setup	MORE 01/16/15 9:33 AM	fnelson 1	192.168.100.133	LIVE	MA43.1	57,	I - Inquire	963		1.8	117	LSF_PROD	PORTAL	SII 😕	- 1
Benefit Plan	MORE 01/16/15 9:33 AM	fnelson 1	192.168.100.133	LIVE	AP20.1	57,	т	117	8900151	1		LSF_PROD	PORTAL	<b>d</b> ii 人	
Changes Credit Limit	MORE 01/16/15 9:32 AM	fnelson 1	192.168.100.133	LIVE	AP20.1	57,	I - Inquire	117	8900151	1		LSF_PROD	PORTAL		
Changes Customer Groups	MORE 01/16/15 9:32 AM	fnelson 1	192.168.100.133	LIVE	MA43.1	57,	т	963		1.0	117	LSF_PROD	PORTAL	<b>4</b>	
Customer Terms	MORE 01/16/15 9:30 AM	fnelson	192 168 100 133	LIVE	MA43.1	57	I - Inquire	963		1.0	117	LSF PROD	PORTAL		

# Activity Monitor Reporting

C Kinsey Portal	× 🕒 Kinsey Transactio	n Audit Re;	× Lawson Security 9 Reporting	Kins	ey Transaction Audit Re; X	ion Audit Re; X								a x
← → C fi D est	bussrv:9090/KK_LS9	Reporting	Portal/filters.htm?SERVERI	D=LSF_P	ROD&PROFILE=RM&ID=133&SAVI	ED=Transaction%2	0Audit&PARAM={"a	ccessed_at"	:{"pickDD":	'Regex","	tb1":"2015-(	01-19 2015-0	)1-16") Q 1	☆ =
Apps 🕺 Kinsey ESBus Hor	me Pa MSN.com												C Other bo	ookmari
kinsey	Transactio	n Audi	t (based on 'User - Forr	n Detail	)					>		i à	?	(→
Server: LSF_PROD	Profile: RM											Show Sea	arch Cri	teri
Expand Groups	Collapse Groups	Clea	ar Filters										25 re	ecord
Drag a column and	drop it here to gro	oup by t	hat column											
IP Address	Host Name T	User 🝸	Product Line T	Forn T	Form Description	Function T	Date/Time T	Key 1 T	Key 2 🔻	Key 3	T Key 4	Key 5 T	Audit T	-
192.168.100.133	dan-desktoppc	fnels	LIVE	AP1	Vendor	N	1/16/2015 2:4		1	117			66	
192.168.100.133	dan-desktoppc	fnels	LIVE	AP1	Vendor	С	1/16/2015 9:3		1	117			the state	
192.168.100.133	dan-desktoppc	fnels	LIVE	AP1	Vendor Location	1	1/16/2015 9:3	1	117				66	
192.168.100.133	dan-desktoppc	fnels	LIVE	AP1	Vendor Bank	1	1/16/2015 9:3	1	117				this	
192.168.100.133	dan-desktoppc	fnels	LIVE	AP1	Vendor Bank	- I	1/16/2015 9:3	1	117				66	
192.168.100.133	dan-desktoppc	fnels	LIVE	AP1	Vendor Bank	1	1/16/2015 9:3	1	117				this -	
192.168.100.133	dan-desktoppc	fnels	LIVE	AP1	Vendor	1	1/16/2015 9:3		1	117			66	
192.168.100.133	dan-desktoppc	fnels	LIVE	AP2	Basic Invoice	С	1/16/2015 9:3	117	8900151	1			this	
192.168.100.133	dan-desktoppc	fnels	LIVE	AP2	Basic Invoice	1	1/16/2015 9:3	117	8900151	1			this.	
192.168.100.133	dan-desktoppc	fnels	LIVE	MA4	Invoice Line Detail - Purchas	Т	1/16/2015 9:3	963			1	117	this -	
192.168.100.133	dan-desktoppc	fnels	LIVE	MA4	Invoice Line Detail - Purchas	С	1/16/2015 9:3	963			1	117	66	
192.168.100.133	dan-desktoppc	fnels	LIVE	MA4	Invoice Line Detail - Purchas	- I	1/16/2015 9:3	963			1	117	this	
192.168.100.133	dan-desktoppc	fnels	LIVE	AP2	Basic Invoice	Т	1/16/2015 9:3	117	8900151	1			66	
192.168.100.133	dan-desktoppc	fnels	LIVE	AP2	Basic Invoice	1	1/16/2015 9:3	117	8900151	1			66	
192.168.100.133	dan-desktoppc	fnels	LIVE	MA4	Invoice Line Detail - Purchas	Т	1/16/2015 9:3	963			1	117	66	
192.168.100.133	dan-desktoppc	fnels	LIVE	MA4	Invoice Line Detail - Purchas	1	1/16/2015 9:3	963			1	117	this -	
192.168.100.133	dan-desktoppc	fnels	LIVE	AP2	Basic Invoice	A	1/16/2015 9:2	117	8900151	1			66	
192.168.100.133	dan-desktoppc	fnels	LIVE	AP2	Basic Invoice	1	1/16/2015 9:2	117	89001	1			66	
192.168.100.133	dan-desktoppc	fnels	LIVE	MA4	Invoice Line Detail - Purchas Copyright (c)		1/16/2015 9:2	965			1	117	66.	Ŧ

*Note: Selecting a Key value without a form restriction could return results unrelated to the data you're searching. For example, simply searching for vendor key 117 could also return customer 117. Adding a form filter of 'begins with' may provided more desirable results.* 

# Exporting

# **Creating an MS Excel Document**

There are 2 ways to export your results to Microsoft Excel. The Excel icon on each line will export the detail data related to the individual record selected. The Excel icon in the upper right corner of the screen will give you the option of exporting the entire search or just the page currently being displayed.

Excel Download	×
Excel 2003 Format: *max. record count is: 65,535	Current Page Entire Search
Excel 2007/2010 Format:	Current Page Entire Search

Select the version of Excel supported by your computer.

# Creating a PDF

There are 2 ways to export your results to a PDF file. The Adobe icon on each line will print the data related to the individual record selected. The Adobe icon in the upper right corner of the screen will give you the option of printing the entire search or just the page currently being displayed.



# Printing

The printer icon will function like any other browser page you need to print. This will only print the data on the current screen.

#### **Saving Queries**

# Saving a New Query

To save a report simply select the Save icon in the top right corner of the screen. Enter a report name and assign the report group for this report. The report group determines which users can view and run a save report. The report groups are assigned on the administration page under Reporting Groups.

Save new report as: Changed Fields	
Assign to report group: Finance	•
Cancel	Save

# **Changing or Copying an Existing Query**

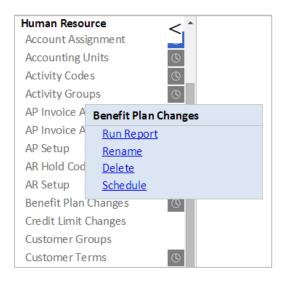
To save changes or create a copy of an existing query simply select the Save icon in the top right corner of the screen once you have run the query. You can save changes to an existing query by selecting SAVE in the Overwrite existing section. To copy an existing query enter a new query name and assign the report group in the new report section. The report group determines which users can view and run a save report. The report groups are assigned on the administration page under Reporting Groups.

🖬 Save Report	×
	Favorites: Shared Reports
Overwrite existing?	Customer changes
	Save
Save new report as:	
Assign to report group: [	inance 🔹
Cancel	Save

# **Scheduling Reports**

Scheduling a report will allow you to receive and email of any report you would like to receive on a regular basis automatically.

To schedule a report you must first create and save your report. Once the report displays in the left navigation pane click on the report name and select Schedule.



A grey clock icon is displayed if a schedule exists for a report but it is not enabled. The blue clock icon indicates the the schedule is currently enabled.

Schedule Repor	t	×
Select schedule to use: Schedule name: Every week on	Select existing Create new schedule          End of Week       •         Saturday       at       18       00	
Select users to email: Email group name: d.kinsey@kinsey.com	<ul> <li>Select existing</li> <li>Create new group</li> <li>Finance</li> </ul>	
Email format: Send blank reports: Cancel	Excel 2007 (*.xlsx) Save	

The scheduling screen allows you to setup new schedules or use existing schedules. Schedules can be set to run each minute, hour, day, week, month or year.

You can also create or use existing report groups. A report group contains a list of users you want to receive the report.

Send report export to:

The export options are Excel 2003, Excel 2007 or Adobe PDF

Send blank reports:

If you want the system to generate a report even when no report data is generated select this option.

#### **Deleting a Report**

To delete a report click on the report name and select Delete.

#### **Renaming a Report**

To Rename a report click on the report name and select Rename.

# Enabling and Disabling Scheduled Reports

🗈 Kinsey Portal 🛛 🗙 🗖										A - 0 X
← → C ㎡ 🗋 esbussrv:9090	0									० 👷 🗉
👯 Apps 🗋 Kinsey Portal 🚺 MSN.com										Dther bookmarks
kinsey									Logged	in as: <b>admi</b>
Transaction Auditing	Activit	y Monitor	LAUA Reporting	LS Reporting	SoD Reporting	Analytics	Adr	ninistration		
Overview	Segregatio	n of Duties	Transaction Auditor	LS9 Audit Reporting	g Edit Groups/S	chedules				
Lawson IOS Controls										
Configuration	Server ID	Name			Schedule	Email Group				
Scheduled Tasks	BOTH	Empl Mast	ter changes by Lawson	1/1/1900 12:00 AM	Every Morning	HR Admin	Enable	0		
Transaction Audit Rules										
Reporting Groups										
SOD Policies										
Scheduled Reports										
User Administration										
Problematic Forms										
Metadata Editor										
Manage Restrictions										
View Error Log										
L				Copyright K	insev 2015					
4					,					•

Using the Administrator tab on the home page select *Scheduled Reports* | *Transaction Auditor* tab. The Action column on the right provides the option you can set the schedule to. For example in order to enable a schedule you must select the ENABLE link. The link does NOT show the current status but rather indicates the action you want to take.

# **Reporting Groups**

Reporting Groups are used when saving and/or displaying saved reports. A user will only be able to see reports saved to the groups they belong to or reports that are saved globally. *(see Save a New Report)*.

#### Select Transaction Reporting Groups from the Admin tab.

Overview	Transaction Au	diting	LS9 Auditing
Lawson IOS Controls	1		
Configuration	Edit groups		
Scheduled Tasks			
Transaction Audit Rules	Group	Users i	n Group
Reporting Groups	Administrators	admin	æ
SOD Policies		mnitka	æ
Scheduled Reports	Finance	admin	æ
User Administration		mnitka	æ
Problematic Forms	GL Accounting	admin	æ
Metadata Editor	Human Resource	-	
Manage Restrictions View Error Log	Payroll	admin	œ

verview	Transaction Au	Iditing LS9 Auditing	
wson IOS Controls			
onfiguration	Edit groups		🔀 Edit groups
heduled Tasks			
ansaction Audit Rules	Group	Users in Group	Group:
orting Groups	Administrators	admin 😢	
Policies		mnitka 😥	Add
neduled Reports	Finance	admin 😥	Existing groups:
er Administration		admin 😟 mnitka 😥	Finance
oblematic Forms	GL Accounting	admin 😥	GL Accounting
etadata Editor			
anage Restrictions	Human Resource		Human Resource
w Error Log	Payroll	admin 😟	😥 Payroll

To add or delete a group select the "Edit groups" button

Enter a Name for the Group and select Add or click on the delete icon next to the group you want to delete.

To add a user to a group click on the group name and assign the appropriate user from the selection list.

Overview	Transaction Au	LS9 Auditing		
Lawson IOS Controls				
Configuration	Edit groups		Add user to group	×
Scheduled Tasks				
Transaction Audit Rules	Group	Users in Group	Username: Select User 🔻	
Reporting Groups	Administrators	admin 😢		
SOD Policies		mnitka 😢		
Scheduled Reports	Finance	admin 😥		
User Administration		mnitka 😟		
Problematic Forms	GL Accounting	admin 😥		
Metadata Editor	Human Resource			
Manage Restrictions	Payroll			
View Error Log	Payron	admin 😟		
			Cancel Save	

# **Advanced Search Ideas**

Please check the Column Name dropdown in the <u>Advanced Search</u> to see all of the

Column Name:	wonderful items you	a can target, realizing that you can also run wide-open	
Form	searches for any value you can dream of, such as:		
Not Selected Any Field	• Pay-rate	(to see if and when any pay-rate was changed)	
Audit Date/Time Username	• Vendor	(what vendors have users been viewing and adding?)	
IP Address Product Line	• IBM	(that specific vendor!)	
Form Audit Reason	• 174534	(employee ID)	
Function Code Key 1	• Johanson	(employee or user)	
Key 2 Key 3	• 10/1/2012	(before, on or after)	
Key 4 Key 5	• 1077	(company)	
Field Name Value			
Changed To Server ID			
Tran Type			

Using combinations of open and/or targeted searches in the Advanced Search screen, you can determine a set of criteria that you'd like to check on a weekly basis, save the search, and have that run automatically with the results e-mailed to you!

# **Special Queries**

In some cases it you may just want to know when a field "has changed" or exceeded a specific value. You can use the Advanced Filtering to setup these types of queries.

#### Searching for when a field that 'Has Changed"

Select Advanced Search" from the reporting screen.

HINT: You will first need the Lawson technical name for the field you want to search. To find the name, define a simple query that includes the data you need to see. For instance to get the Lawson field name for an employee social security number (EMP-FICA-NBR) define a query using HR11.1. The technical name for the field will be displayed under the "Field Name" column by selecting **MORE** on the summary row.

Column Name:	Search Criteria:	L - this screen is <u>NOT CASE-SENSI</u> Prompt at runtime:	
Form V equals	▼ HR11.1	Frompt at runume.	Transaction function code selection:      Any
			Add Inquire
Column Name:	Search Criteria:	Prompt at runtime:	Change Next
Field Name 🔻 equals	EMP-FICA-NBR		Delete Previous
Field value:     Value       Column Name:       Not Selected         Not Selected	has changed ▼ Search Criteria: d ▼	Prompt at runtime:	Transaction detail options Enable Field Filter
Column Name:	Search Criteria:	Prompt at runtime:	Only Show Changes
Not Selected V Not Selecte		Frompt at runnine.	Hide Blanks
			Hide Hidden Fields
Column Name:	Search Criteria:	Prompt at runtime:	
Not Selected   Not Selecte	d 🔻		

If needed, enter the selection criteria for the form name, date range, user ID, etc. Once you have that defined add another filter for "Field Name". Set the filter to "equals" and enter the name of the field you need to check.

You will notice that on this type of search you will be given the option to enter criteria for the Field. To return all records where a specific value has changed set the "Field Value" to "Value" and the filter to "has changed"

The query above will only return records where the "Social Security Number (EMP-FICA-NBR) has been changed on form HR11.1

As you can see, you can use this option to track actions on any specific field for either the old value or the new value. For example if I only wanted to see records where the Employee's Department was changed to `1150' I would build the query to say New Value, equals, 1150.

	Since the a	udit data is held in MySQL - th	is screen is <u>NOT CASE-SEN</u>	ISITIVE on searches
Column Name: Form T	equals 🔻	Search Criteria: HR11.1	Prompt at runtime:	Transaction function code selection: Any Add Inquire
Column Name: Field Name ▼ Field value: <u>New</u> 1	equals <b>v</b>	Search Criteria: EMP-DEPARTMENT	Prompt at runtime:	Change Next Delete Previous
Column Name: Not Selected 🔻	Not Selected V	Search Criteria:	Prompt at runtime:	Transaction detail options Enable Field Filter
Column Name: Not Selected	Not Selected V	Search Criteria:	Prompt at runtime:	<ul> <li>Only Show Changes</li> <li>Hide Blanks</li> <li>Hide Hidden Fields</li> </ul>
Column Name: Not Selected 🔻	Not Selected	Search Criteria:	Prompt at runtime:	
				Search Type: Match All View Rep

Notes: